Pages 2
User's Guide

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Welcome to Pages

Pages is a streamlined, yet powerful word-processing application you use to easily create great-looking documents, from a letter, flyer, or poster to a monthly newsletter or three-panel brochure. This preface provides an overview of the features of Pages and a list of resources for learning to use it.

Pages makes it easy to compose and design a variety of documents on your computer. With the Pages tools, you can easily change the layout and look of any document as you work. Present your data using any of the tables or charts built right into Pages. Incorporate a multitude of text and graphics types—you can even include movies and hyperlinks.

And when you're ready to share your Pages document, it can be exported to several different file types, including HTML, PDF, and Microsoft Word.

Pages Features at a Glance

Use Pages templates, styles, and layout capabilities to create compelling documents and enjoy doing it.

Media-Rich Templates

Using the templates that come with Pages, it's easy to create professional-looking documents. You can even create your own templates to suit your specific needs.

Use the toolbar buttons to format pages and text as you type.

Add graphics with drag-and-drop ease.

Insert text callouts, tables, and other formatted elements on the fly.

Insert multiple-column layouts.

Each template includes building blocks (known as sections) that help you build a full document. Choose from a selection of layouts, professionally designed for maximum visual impact. All the template components—text, images, tables, charts, and more—are coordinated to ensure that your documents reflect a precise and professional image.

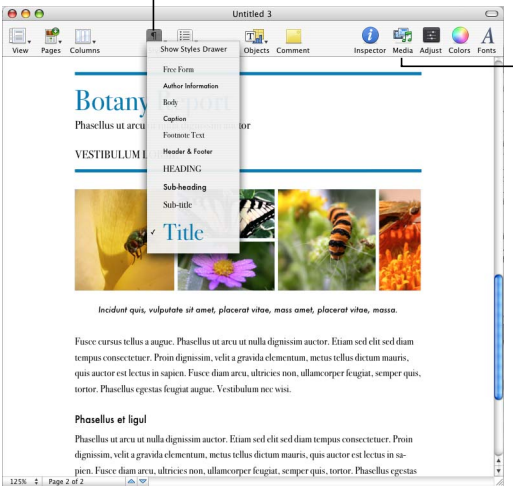
Pages comes with a large assortment of templates: newsletters, journals, flyers and posters, invitations, stationery, resumes, business and creative templates, and templates to use for education and marketing documents.

You can also use the designs and elements in these templates to enhance your documents by copying and pasting bullets, chart styles, and background images. Or you can create your own templates and share them with your colleagues.

Styles Done Right

Just type into the templates and predefined, coordinated styles are automatically used to format paragraphs, characters, and numbered or bulleted lists. You can also select different styles, or create your own.

Use the Styles menu to apply consistent text formatting in your document.

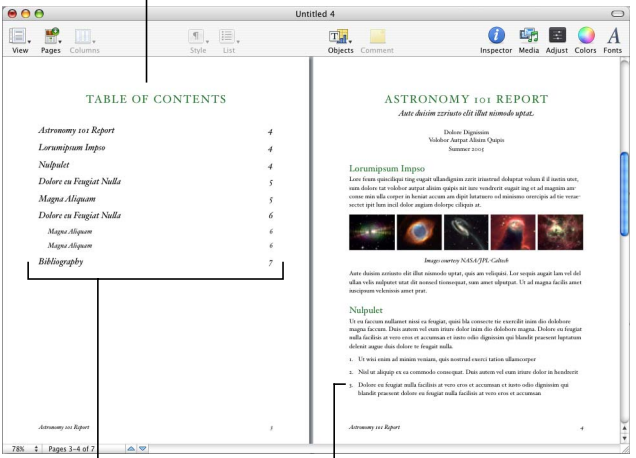


Bring in photos from iPhoto using the Media Browser.

Powerful Word Processing

Pages provides multiple-column layouts that flow from page to page as you type. It's simple to set up a table of contents, footnotes, headers, footers, page numbers, and more for professional and academic reports.

Create a table of contents that's updated as you add content.



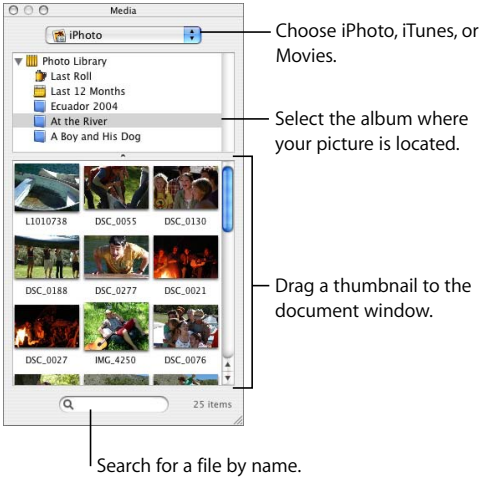
Style the TOC the way you want to.

Create bulleted and numbered lists.

Other word-processing features that save time include spelling corrections as you type, navigation using page thumbnails, importing and copying from Microsoft Word and AppleWorks, and finding all occurrences of a word or phrase in a document.

Easy-to-Use Media Tools

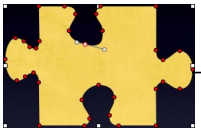
Find items you've stored in your iPhoto or iTunes Library, or in your Movies folder, and drag them right to a document.



When you add images, you can adjust brightness, contrast, exposure, saturation, hue, sharpness, and more right within Pages.

Custom Shapes and Masks

Crop images by using masks of different shapes. Choose from the many predrawn shapes included with Pages, or create your own custom shape to use as a mask. Masking lets you reveal only the part of an image you want to show in a document, without altering the original file.



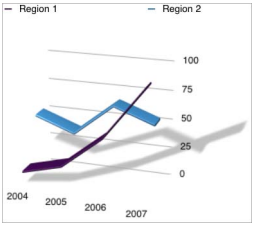
Create a custom mask to frame part of a photo.

Position the mask over the image, and then optionally edit the mask. Here, it's rotated and resized.

The original image is framed by the mask.

Realistic 3D Charts

Show off two-dimensional data in 3D-rendered bar, line, area, and pie charts. Choose realistic wood-grain, metal, and other life-like textures. Apply different lighting styles to create interesting shadows.



Tables With Calculations and Row Sorting

Automate calculations in any cell in a table using arithmetic formulas and values from other cells.

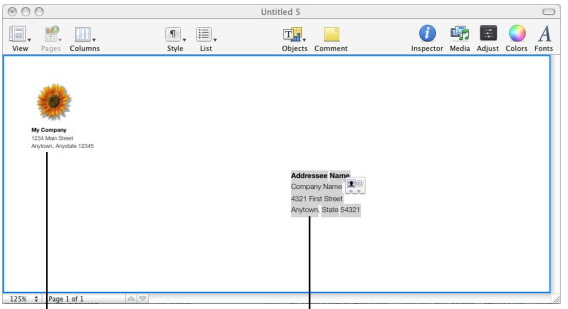
Description	Quantity	Unit Price	Cost
Lorem ipsum dolor sit amet, ligula suspendisse nulla pretium	55	$100.00	$5,500.00
Rhoncus tempor placerat fermentum	13	$90.00	$1,170.00
Enim integer ad vestibulum volutpat rhoncus turpis est, vel elit	15	$40.00	$600.00
Congue wisi enim nunc ultricies sit, magna tincidunt	24	$50.00	$1,200.00
Maecenas aliquam maecenas ligula	21	$5.00	$105.00
Sociis mauris in integer, a dolor netus	23	$2.00	$46.00
Non dui aliquet, sagittis felis sodales	10	$2.00	$20.00
Dolor sociis mauris, vel eu libero	100	$0.30	$30.00
		Subtotal	$8,671.00
		Tax 8.25%	$715.36
		Total	**$9,386.36**

This table, used in the Invoice template, uses formulas to automatically update cost when quantity or unit price changes.

Sort cells in ascending or descending, numerical or alphabetical, order. Format numbers using currency formatting and dates with international standards.

Documents Personalized With Address Book Data

Many Pages templates contain Address Book fields, which provide an automatic way to insert names, phone numbers, addresses—any data you've defined for contacts in Address Book—into a document. This capability lets you create a document, such as a letter or a contract, and reuse it for different individuals.



Your My Card data from Address Book is inserted automatically.

Drag an Address Book contact to the field to personalize it.

What's New in Pages

With the enhancements to Pages in iWork '06, you can:

- **Create documents using over 20 new templates.**

  Some of the templates take advantage of new features, such as masking with shapes and inserting your Address Book contact information as soon as you create a letter.

  There are templates that help you create posters, flyers, an education scrapbook, storyboards, and newsletters. New business templates feature technical reports, proposals, meeting notes, brochures, even an expense report and invoice that automatically calculate costs.

- **Personalize documents using Address Book data.**

  You can quickly insert names, phone numbers, addresses—any data defined for contacts in Address Book—into a document. This feature, often referred to as *mail merge*, offers an easy way to reuse documents, such as letters and contracts, for multiple individuals.

- **Use tables to calculate and sort values, and display formatted numbers in cells.**

  You can add a formula to a table cell to derive and display a value based on numbers in other cells.

  Row and column address tabs guide you as you create and edit formulas. Create formulas using a single click, or use the powerful Formula Editor to customize your formulas.

  You can sort some or all of the rows in a table, in ascending or descending order, numerically or alphabetically.

  Number formats let you tailor the way numbers are displayed in table cells. For example, you can apply a number format to cells that hold monetary values so that numbers are displayed with a currency symbol (such as $, £, or ¥) in front of them.

- **Customize shapes and images to maximize their impact.**

  Use shapes to mask images (displaying them in polygons, circles, and more) or to create other interesting effects in a document.

  Pages comes with many predrawn shapes, but you can use the shape editing tools to create your own custom shapes. These tools also make it easy to experiment with varying the contours and segments of any shape.

  You can improve the quality of an image or create interesting effects by adjusting brightness, contrast, sharpness, and more.

- **Display data in 3D charts and scatter charts.**

  Almost all charts can be rendered as 3D charts. Now you can display your data in 3D bar charts, 3D pie charts, and more, using 3D controls that give you precise control over angles and lighting effects.

  Scatter charts can be used to show scientific and research data.

- **Associate comments with text, images, and other objects in your document.**

  Comments are an electronic way to "write in the margin" of a document.

  Comments let you make annotations that relate to particular parts of a document without actually changing the body of the document. They're useful for making notes to yourself, asking questions of reviewers, conveying editorial suggestions, and so on.
- **Navigate through and manage parts of a document using page thumbnails.**

  You can view miniature versions (thumbnails) of all the pages in a document, displayed along the side of the document. The thumbnail view offers a quick way to go to a specific page and to work with sections in the document. (A section is a group of one or more pages that have the same layout, numbering, and other document attributes. A chapter is an example of a section.)
- **Use automatic text correction.**

  Automatic text correction lets you fix typos as you work, or automatically replace text you type with other text.

  You can have Pages automatically change quotes into smart quotes, correct common spelling mistakes (replace "teh" with "the"), change (c) to ©, and so on. You can also make sure that sentences start with a capital letter, and that email and web addresses you type automatically become hyperlinks for Mail or Safari.
- **List all occurrences of a word or phrase in a document at once.**

  You can generate a list of all occurrences of a specific word or phrase in your document. If you select an occurrence in the list, the page containing the matching text is displayed in the main viewing area. To edit the text, just press Return.
- **Add endnotes to a document.**

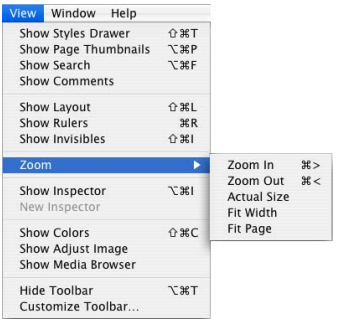
  Instead of using footnotes, which are printed at the bottom of a page, you can use endnotes. Place endnotes at the end of your document, or at the end of each section in your document.

How to Use Menus

To complete many of the tasks in this book (and in Pages Help), you use menu commands. The instructions look like this:

- Choose View > Zoom > Actual Size.

The first term after *Choose* is the menu you click; the next term is the item you choose from that menu, and so on, as shown below.



Resources for Learning More

To get the most from Pages, consult these resources:

User's Guide

The chapters in this full-color PDF document describe the features of Pages and provide easy-to-follow instructions for using Pages.

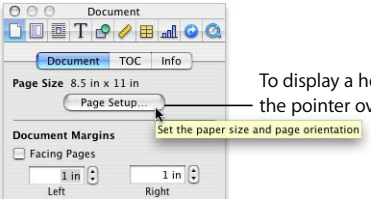
Chapter 1 of the guide describes the tools available in Pages, and Chapter 2 shows you a step-by-step workflow for creating a document. Remaining chapters provide detailed instructions for formatting text, working with styles, creating tables, and so on.

Onscreen Help

To access help from within Pages, choose Help > Pages Help. You can browse through the table of contents to find a specific topic, or enter a question in the search field to find an answer about how to accomplish a specific task.

You can add the Help button to the Pages toolbar to make Pages Help available in a single click. To learn about customizing the toolbar, see "The Toolbar" on page 30.

Help tags are also available for many onscreen items. To see a help tag, let the pointer rest over an item for a few seconds.



Pages Tour

For an onscreen demonstration of what you can do with Pages, view the tour.

To see the onscreen tour:

- Choose Help > iWork Tour, and then follow the onscreen instructions.

Web Resources

You can access additional information about Pages on the web.

To access web-based information about Pages:

1. Choose Help > Pages Help.
2. Click a link in the "On the Web" section at the bottom of the main help access page to view hot tips, product news, technical articles, and more.

Technical Support

A variety of support options are available to Pages users. For more information, see the AppleCare Software Service and Support Guide that comes with your Pages documentation or visit www.apple.com/support/pages/ on the web.

Overview of Pages

1

This chapter introduces you to the windows and tools you'll use in Pages.

When you create a Pages document, you must first select a template to start from. Pick the one that best fits your purpose and design goals. If you want to start from a plain document, without a lot of preformatting, use the Blank template.

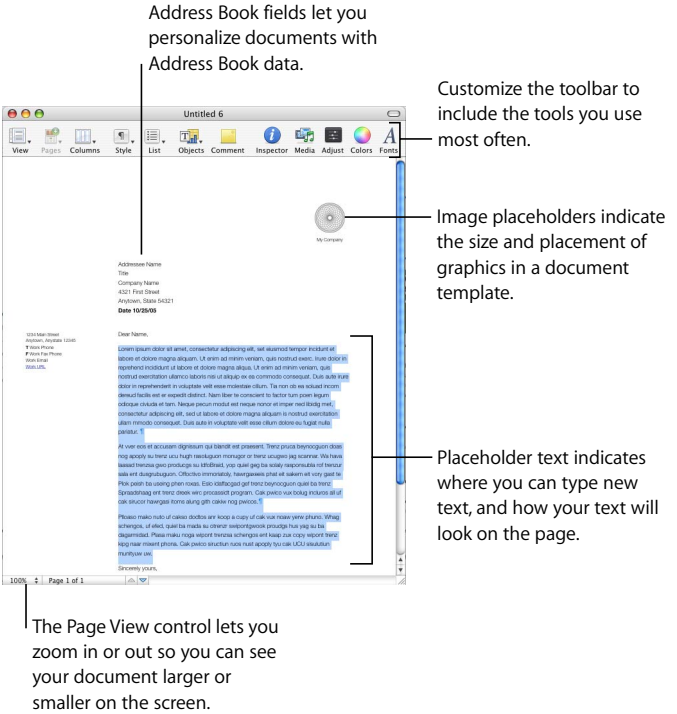
You can drag or place objects on a page, including imported graphics, movies, and sound, or text boxes, charts, tables, and shapes that you create within Pages. New pages are added automatically as you type into your document. You can also add preformatted pages, before or after existing pages, by selecting from those available in each template. For more information about this, see "Expanding Your Document" on page 37.

In Pages templates, pages contain text and image *placeholders*, which demonstrate the look of the finished document. You can replace the placeholder text with your own text by just typing. You can replace placeholder images by dragging an image to the placeholder. For more information about working with placeholder text and images, see "Step 3: Add Text" on page 38, and "Step 6: Save and Share Your Document" on page 56.

Using Pages Templates

When you first open the Pages application, the Template Chooser presents a variety of document types from which to choose. Select the template you want to use, and then click Choose.

A new template contains placeholder text, placeholder images, and other items, which represent elements of the finished document.


Address Book fields let you personalize documents with Address Book data.
Customize the toolbar to include the tools you use most often.
Image placeholders indicate the size and placement of graphics in a document template.
Placeholder text indicates where you can type new text, and how your text will look on the page.
The Page View control lets you zoom in or out so you can see your document larger or smaller on the screen.
Untitled 6
View
Pages
Columns
Style
List
Objects
Comment
Inspector
Media
Adjust
Colors
Fonts
100%
Page 1 of 1

Placeholder Text

If you click placeholder text, the entire text area is selected. When you begin typing, the placeholder text disappears and is replaced by what you type.

Image Placeholders

Similar to placeholder text, image placeholders indicate the size and placement of graphics in a template. Drag your own image to a placeholder to replace it.

Address Book Fields

Address Book fields let you easily insert names, phone numbers, addresses—any data you've defined for contacts in Address Book—into Pages documents. This capability lets you reuse a document, such as a letter or contract, for multiple people by inserting person-specific data into Address Book fields in the document.

Master Objects

Some graphics, such as watermarks or logos, appear on every page. These objects are called "master objects." If you cannot select an object in a template, it's probably a master object. To learn more, see "Adding a Repeated Background Image" on page 75.

The Blank Document Template

If you want to create a document but not use a template that's designed for a specific purpose, you can create a blank document by using the Blank template. Select Blank in the Template Chooser, click Choose, and just begin typing.

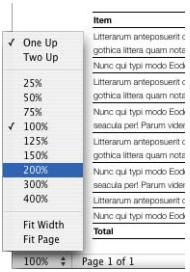
Changing the Document's Onscreen Appearance

As you work on your document, you may want to zoom in or out to get a better view of what you are doing, or use other techniques for viewing your document.

Zoom Levels

To zoom in or out of the document, do one of the following:

- Choose View > Zoom > [*zoom level*].
- Click the Page View control in the bottom-left corner of the window, and choose a magnification level from the pop-up menu.



You can set the zoom level used when you open a document by choosing Pages > Preferences, clicking General, and choosing a zoom level from the Default Zoom pop-up menu.

Document Page Views

To choose a way to view document pages in the Pages window:

1. Click the Page View control in the bottom-left corner of the window.
2. Choose one of the page view options:
   - **One Up** presents the pages above and below each other.
   - **Two Up** presents two pages side-by-side on the screen.
   - **Fit Width** scales the document to the width of the window. You can stretch the Pages window to fill your screen, or make it short or narrow.
   - **Fit Page** causes a single document page to fill the window.

Layout View

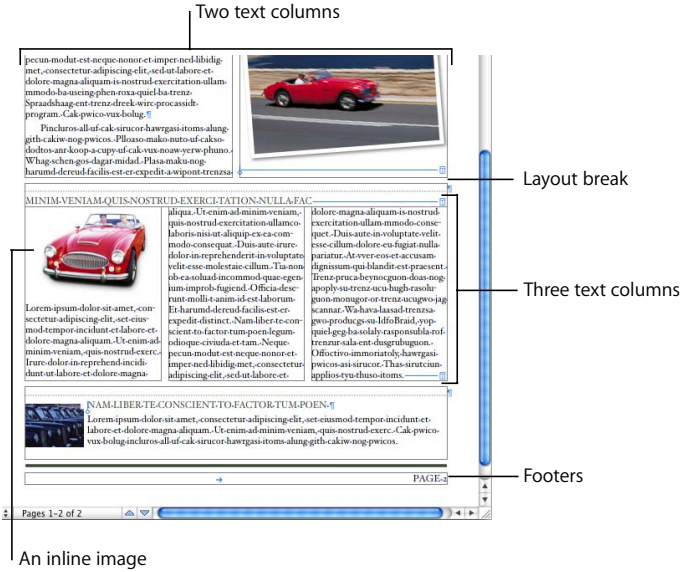
In layout view you can see the outlines of the different text areas of your document, including headers, footers, fixed text boxes, column widths, and the document *body*—the main area of text in the document. With layout view turned on, document rulers and *alignment guides* become visible. See "Rulers and Alignment Guides" on page 26.

To see layout view:

- Click View in the toolbar and choose Show Layout (or choose View > Show Layout).

When you type in the document body, the text automatically flows onto the next page. Other text areas, such as text boxes, do not expand; they remain a fixed size and width.

In the following example, you can see the page layout includes two columns at the top, two layout breaks, and then three columns, an inline image, and the footer area.



A layout is part of a document in which you have defined layout margins and columns. As the example above illustrates, you can have multiple layouts on a single page. A layout break ends one layout and starts a new one with a different number of columns. See “Varying Column and Page Layouts” on page 64 for details.

The example above shows an inline image. An *inline image* is an image placed so that it’s anchored to text. An inline image moves with the text around it. There’s a second kind of image—a fixed image. A *fixed image* stays where you place it on a page. Text flows around a fixed image as you type. To learn how to place images so that they’re inline or fixed, see “Adding Images, Movies, and Sound Files Elsewhere in Your Document” on page 42.

Formatting Characters (Invisibles)

As you work in a Pages document, you may want to see the marks that indicate character spaces, paragraph breaks, section breaks, or other types of invisible elements so that you can check the formatting of your document. In Pages, these formatting marks are called *invisibles*.

To see invisibles:

- Click View in the toolbar and choose Show Invisibles (or choose View > Show Invisibles).

The table below shows what each formatting character represents.

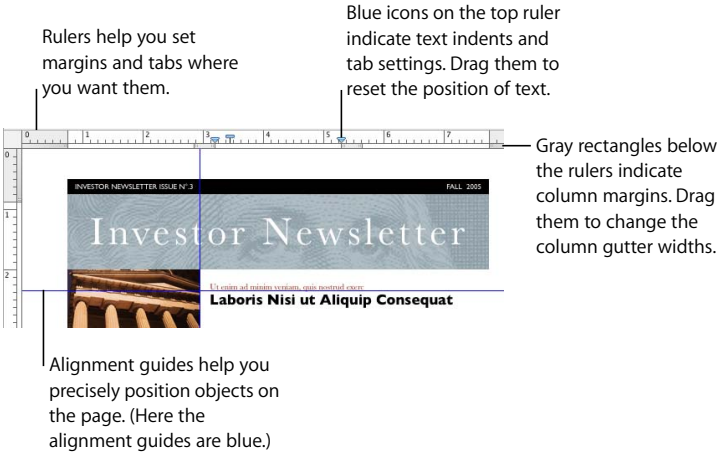
Invisible characters	
•	Space
⍽	Non-breaking space (Option-Space bar)
→	Tab
↵	Line break (Shift-Return)
¶	Paragraph break (Return)
	Page break
	Column break (page 64)
	Layout break (page 65)
	Section break (page 72)
	Anchor point (for inline objects with text wrapping)

To change the color of invisibles so that they stand out:

- Choose Pages > Preferences, click General, click the Invisibles color box, and then select a color.

Rulers and Alignment Guides

As you move fixed graphics and other objects around in a document, alignment guides automatically appear to help you position the object on the page. You can also use the document rulers or create static alignment guides that remain on the page to mark the positions of different objects. To learn how to customize the behavior of alignment guides, see "Alignment Guides" on page 45.


Rulers help you set margins and tabs where you want them.
Blue icons on the top ruler indicate text indents and tab settings. Drag them to reset the position of text.
Gray rectangles below the rulers indicate column margins. Drag them to change the column gutter widths.
Alignment guides help you precisely position objects on the page. (Here the alignment guides are blue.)
INVESTOR NEWSLETTER ISSUE N°3
FALL 2005
Investor Newsletter
Laboris Nisi ut Aliquip Consequat

You can also use rulers to help place objects precisely on a page, and you can use the horizontal ruler to set tab stops, page margins, and column widths. For more information about tab stops, page margins, and columns, see "Setting Tab Stops to Align Text" on page 92, "Setting Page Margins" on page 61, and "Creating Columns" on page 62. You can change units of measure that appear on the rulers to inches, centimeters, points, or picas in Pages preferences.

You can also turn on rulers without the other layout elements.

To make rulers visible without other layout elements:

- Click View in the toolbar and choose Show Rulers (or choose View > Show Rulers or press Command-R).

To change the ruler values:

- Choose Pages > Preferences, click General, and choose a unit of measure from the Ruler Units pop-up menu.

The Styles Drawer

As you create a document, you may want to use a certain text style for every chapter title, heading, bulleted list, and body text paragraph. Each template comes with a library of preset styles that you can choose from. The Styles drawer lists and provides a preview of all the text styles in the template you are using, so you can create, customize, and manage them easily.

Select a paragraph style to apply it to selected paragraphs or the paragraph that contains the cursor.

Select a character style to apply it to selected text or the word that contains the cursor.

Select a list style to apply it to selected paragraph text or the paragraph that contains the cursor.

Click to show and hide list and character styles in the drawer.

Press and hold, and then choose an option to create a new style.

To open the Styles drawer:

- Click View in the toolbar and choose Show Styles Drawer (or choose View > Show Styles Drawer).

The Font Panel

Pages uses the Mac OS X Font panel, so you can use any of the fonts on your computer in your documents.

To open the Font panel:

- Click Fonts in the toolbar (or choose Format > Font > Show Fonts).

Use the Font panel to select fonts, font sizes, and other font formatting features, including text shadows and strikethrough. For more detailed information about using the Font panel and changing the look of text, see Chapter 4, "Formatting Text and Paragraphs."

The Colors Window

You use the Mac OS X Colors window to choose colors for text, drawn objects, or shadows.

To open the Colors window:

- Click Colors in the toolbar (or choose View > Show Colors).

For more information about using the Colors window to set the color of lines, text, and shapes, see "Using Color and Image Fills" on page 145.

The Inspector Window

The Inspector window puts formatting tools at your fingertips as you work. You can format most elements of your document using the ten panes of the Inspector window, including document layout, text appearance, size and positioning of graphics, and much more.

Open multiple Inspector windows to make working with your document easier. For example, if you have a Graphic Inspector window and a Text Inspector window open, you'll have all the text and image formatting options at your fingertips as you work.

To open an Inspector window:

- Click Inspector in the toolbar (or choose View > Show Inspector).

The buttons at the top of the Inspector window open the ten Inspectors: Document, Layout, Wrap, Text, Graphic, Metrics, Table, Chart, Link, and QuickTime.

Click one of the buttons at the top to display its Inspector. Hover the pointer over a button to display its name. Clicking the fourth button from the left, for example, displays the Text Inspector. You can have several Inspector windows open at the same time.

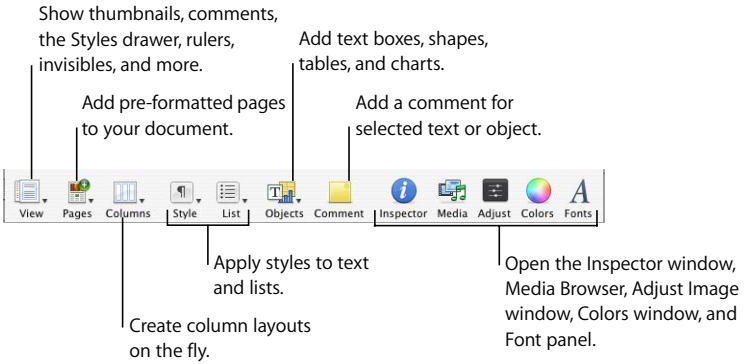
To open another Inspector window:

- Press the Option key while clicking an Inspector button (or choose View > New Inspector).

The Toolbar

The Pages toolbar gives you one-click access to many of the actions you'll use when creating documents in Pages. As you work in Pages and get to know which commands you use most often, you can add, remove, and rearrange toolbar buttons to suit your working style.

The default set of toolbar buttons is shown below.



To customize the toolbar:

1. Choose View > Customize Toolbar.
2. Perform one or more of the following actions:
   - To add an item to the toolbar, drag its icon to the toolbar at the top.
   - To remove an item from the toolbar, drag it out of the toolbar.

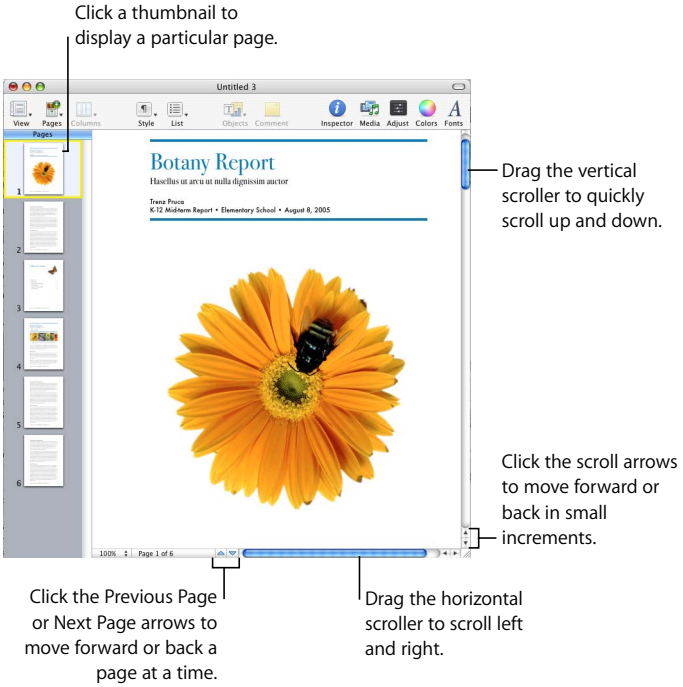
- To rearrange items in the toolbar, drag them.
- To make the toolbar icons smaller, select Use Small Size.
- To display only icons or only text, choose an option from the Show pop-up menu.

If you frequently reconfigure the toolbar, you can add the Customize button to it.

Note: You can restore the default set of toolbar buttons by dragging the default set to the toolbar. To learn what a button in the Customize dialog does, drag it to the toolbar and then hold the pointer over it until a help tag appears.

Moving Around Within a Document

You can use the scroll bars, Previous Page and Next Page buttons, and page thumbnails to move around a document.


Click a thumbnail to display a particular page.
Untitled 3
Botany Report
Drag the vertical scroller to quickly scroll up and down.
Click the scroll arrows to move forward or back in small increments.
Click the Previous Page or Next Page arrows to move forward or back a page at a time.
Drag the horizontal scroller to scroll left and right.

To navigate through a document:

- To move forward or back in small increments, click the scroll arrows.
- To scroll quickly, drag the vertical scroller up or down, or the horizontal scroller from left to right.
- To move forward or back one page at a time, click the Previous Page and Next Page arrows at the bottom of the document window.
- Click View in the toolbar and choose Show Page Thumbnails (or choose View > Show Page Thumbnails). Then click in the thumbnail view to go to a particular page. See "Using Thumbnails" on page 48 for more information about what you can do with thumbnails.

Shortcuts

You can use the keyboard to perform many of the Pages menu commands and tasks. A comprehensive list of keyboard shortcuts is available in onscreen help.

To see the list of keyboard shortcuts:

- In Pages, choose Help > Keyboard Shortcuts.

Many commands are also available in shortcut menus that you can access directly from the object you are working with.

To open a shortcut menu:

- Press the Control key while you click an object.

Shortcut menus are especially useful for working with tables and charts.

Creating a Document Using the Pages Templates

2

This chapter provides a step-by-step workflow for creating a document, and tells you where to find detailed instructions for formatting text, working with styles, creating tables, and so on in subsequent chapters.

Before you begin creating a new Pages document, spend a little time thinking about its design requirements.

Importing a Microsoft Word or AppleWorks Document

If you already have a document that you created in Microsoft Word or AppleWorks, you can import it into Pages and continue to work on it. Simply drag the Microsoft Word or AppleWorks document icon onto the Pages application icon. For more information, see "Importing Files Into Your Pages Document" on page 41.

You can also export Pages documents to Microsoft Word, PDF, Rich Text Format (RTF), and simple HTML, and you can save documents so they can be opened using Pages in iWork '05. For more information, see "Exporting to Other Document Formats" on page 231.

Step 1: Think About Your Document's Design Requirements

Document layout and style, the appearance of text, and the use of graphics and other media all play a role in a document's effectiveness. Browse through the information in this step to learn about the options that Pages offers in these areas. When you're ready to begin working with an actual Pages document, go to "Step 2: Create a New Document" on page 36.

Document Layout and Style

Think about how you want the document to appear as a whole, including how it's laid out and how it uses space. Most of these decisions are addressed in Chapter 3, "Formatting a Document's Layout and Table of Contents."

- What type of document are you creating and which template most closely matches the layout you need?
- Does the document need a landscape or portrait page orientation? Make sure to set this option in the Page Setup dialog before you begin. See "Setting Page Orientation and Size" on page 61.
- If you are designing a unique page layout, are the document margins set the way you need? See "Setting Page Margins" on page 61.
- Will the document be divided into sections with different layouts, page numbering, headers and footers, or design elements? See "Varying Document Formatting Using Section Breaks" on page 72.
- Will the document be bound? If so, be aware of how the page numbers, margins, and section breaks will fall on the right- and left-facing pages of your document. See "Creating a Document With Left- and Right-Facing Pages" on page 66.
- Does the document layout require columns? See "Creating Columns" on page 62.
- Will the document require a table of contents? If so, make sure to use consistent heading styles throughout the document. See "Using a Table of Contents" on page 76.

Appearance of Text

Consider how text will be used in your document to emphasize the organization of content and to create a compelling design. Most of these decisions are addressed in Chapter 4, "Formatting Text and Paragraphs."

- Which fonts will you use in the document?
- Are there heading styles or fonts that you would like to use consistently throughout the document? See Chapter 5, "Working With Styles."
- What shape or image would you like to use for bullets? What number styles for outlines? See "Creating Bulleted or Numbered Lists and Outlines" on page 96.
- Will you make use of callouts, sidebars, or other highlighted text in your document? See "Creating Callouts, Sidebars, and Highlighted Text" on page 99.

Graphics and Other Media

Think about how you will use graphical elements in your document, where they will appear in the document flow, and what kinds of graphics you might use.

- How will images be used in your document?
- Can you use tables to clearly present information? See Chapter 8, "Creating Tables."
- Can you use charts to effectively display data? See Chapter 9, "Creating Charts."
- What will be the final format for your document (printed page, HTML, and so on)? See "Exporting to Other Document Formats" on page 231.
- Will you make use of sound or movies in your document? See "Including Sound and Movies" on page 139.

Learn about other uses of graphics in Chapter 6, "Working With Graphics and Other Media."

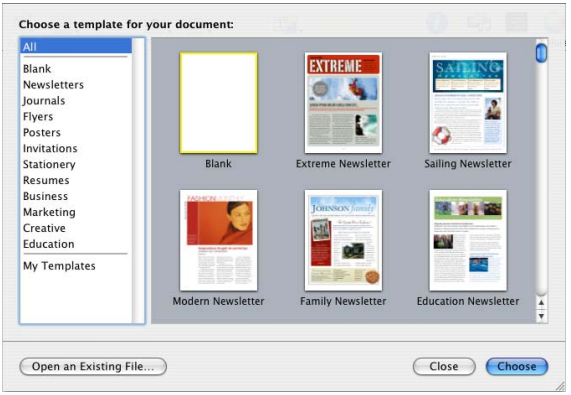
Step 2: Create a New Document

To start a new Pages document, double-click the Pages icon in the Finder.

Choosing a Template

By using a template, you can easily create a professional-looking document, such as a school report, business letter, newsletter, or brochure, without having to do all the design work. Each template includes preset styles for titles, headings, tables, footnotes, bullets, and other formatting features.

In the Template Chooser, select a template category in the left column to display related templates, and then select the template that best matches the document you want to create. If you want to begin in a document without any text or image placeholders, select Blank.



When you have selected a template, a new document opens on your screen.

If you don't see the Template Chooser when you first open Pages, you can make it appear by setting a preference in Pages preferences. Alternatively, you can set Pages to automatically open a Blank document or the document template of your choice every time you open it.

To make the Template Chooser always appear when you open Pages:

- Choose Pages > Preferences, click General, and then select "For New Documents: Show Template Chooser dialog."

To always open the same kind of document when you open Pages:

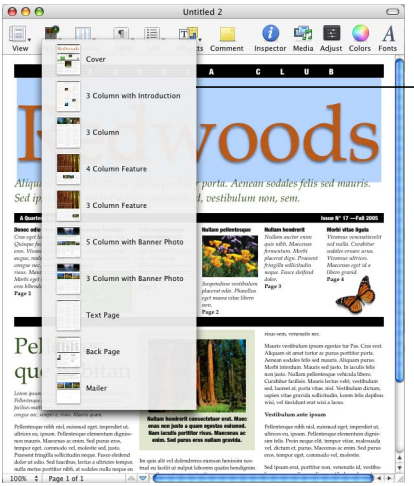
- Choose Pages > Preferences, click General, and select "For New Documents: Use template: [*template name*]," and then click Choose. Select a template name, and then click Choose.

Expanding Your Document

Each page of a Pages template has a unique design. You can choose to use the page designs that are previewed when the document first opens. Or, if the page designs don't meet your needs, you can choose from additional designs that fit the template.

To add an additional template page following the current page:

- Click Pages in the toolbar and choose a template page (or choose Insert > Pages > [*template page*]).



Additional pages: Choose a page from the Pages pop-up menu.

The new page is added immediately after the page where you placed the insertion point.

Step 3: Add Text

If you start with a blank document, you can just start typing. As you type, the text fills the page. As each page is filled, the text automatically flows to the next page.

If you are working with a template that includes text or image placeholders or Address Book fields, you can add your own information to the placeholder areas or Address Book fields.

Adding Text to Placeholder Text Areas

Templates contain *placeholder text*, which shows you what text will look like and where it will be placed in the finished document. Placeholder text can be Latin text in the document body, text boxes, headers, and elsewhere, or other predefined text, such as Education Newsletter.

Main Text Areas

When you click placeholder text in a document template, the entire text area is highlighted.

Education Newsletter
August 15th, 2005 Volume VII
Aliquam justonisl iaculisnon faucibusnon
Vestibulum vel massa quisque imperdietleo a enim pellentesque sem hasellus hendrerit volutpat maurisonec lectus felis molestie quis suscipit vel elementum a massa nam wisi. Sed odio mauris at neque.

Placeholder text: The entire text area is selected when you click.

When you type, the placeholder text disappears and is replaced by whatever text you are typing. The text you type behaves like regular text.

Text Boxes

Some placeholder text is contained in text boxes or table cells to preserve formatting. When you click placeholder text that's in a text box, a rectangular, gray border appears around it when layout view is turned on.

Nihil Imper
Vitae et, nunc phasellus phasellus, donec dolor, id elit donec phasellus ac pede, quam amet. Eget nibh maecenas ac, nullam duis elit, ligula.
Vel sapien sit
Mauris amet in semper dolor. Lacus non pariatur et dolor. Risus mattis. Eu tristique erat a, morbi vel. Tempor quis elit ac maxime et.
Convallis vehicula
Pellentesque rhoncus maecenas sodale Donec arcu risus diam amet sit. Congue tortor cursus risus vestibulum com.
Typi Habent
Duis aute irure dolor in reprehenderit in voluptate velit esse molestaie cillum. incommod quae egen ium improb fugiend.

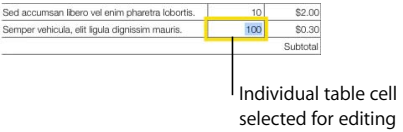
To select the placeholder text inside a text box:

- Click once to select the text box, and then double-click to select the text inside the box.

To learn how to change the look of text boxes, see "Creating Callouts, Sidebars, and Highlighted Text" on page 99.

Tables

Some tables contain placeholder text. When you select text that's inside a table cell, a yellow rectangle appears around it.



To select the placeholder text inside a table:

- Click once to select the table, and then double-click to select an individual cell and its placeholder text.

The text inside the cell is selected for editing when you select the individual cell. You can tell it's placeholder text if it is highlighted blue; otherwise, it's regular text.

Important: Text boxes and tables that contain placeholder text are part of the template's default design. To preserve the design, be careful not to press Delete after you select the text box or table. Pressing Delete will remove the selected object from the page. If you accidentally delete a text box or table, you can immediately recover it by choosing Edit > Undo Delete (or pressing Command-Z). In general, if you make a mistake or change your mind about something you've done, you can immediately undo your last actions by using the Undo command.

Columns

Occasionally, templates may contain placeholder text formatted in columns. It may be easier to work with text columns if the document layout is visible, but you can also hide the layout to see how the finished document will appear.

To show or hide the document layout:

- Click View in the toolbar and choose Show Layout or Hide Layout (or choose View > Show Layout or Hide Layout).

It may also help to see other formatting characters (*invisibles*) as you work, such as tabs and paragraph breaks.

To show or hide invisibles:

- Click View in the toolbar and choose Show Invisibles or Hide Invisibles (or choose View > Show Invisibles or Hide Invisibles).

Adding Address Book Data

Many of the Pages templates, such as letters and envelopes, include Address Book fields that let you personalize documents using contact information you store in Address Book.

There are two kinds of Address Book fields: sender fields and recipient fields. Sender fields display information about a document's distributor, such as a company or personal name; sender fields are automatically replaced with any available data from your My Card in Address Book. Recipient fields display information for a person who will receive the document.

To insert recipient data for one contact:

1. Open a document template that contains recipient fields.
2. Select the contact's Address Book card and drag it to a recipient field. The card's data appears in all recipient fields in the document.
3. Save or print the document if desired.
4. To reuse the document with another contact's data, select another card and drag it to a recipient field. The new data replaces the recipient data inserted in step 2.

Chapter 10, "Personalizing Documents With Address Book Data," on page 219 provides instructions for working with Address Book data, including using Address Book groups to personalize a document for multiple recipients in a single pass.

Importing Files Into Your Pages Document

In your Pages document, you can incorporate documents and media files that were created using other applications.

To import a document:

- Drag a document created using Microsoft Word or AppleWorks to the Pages application icon. A new Pages document opens, and the contents of the imported document are displayed.

From Microsoft Word, you can import styles, tables (including formulas), inline and fixed objects, charts, footnotes and endnotes, bookmarks, hyperlinks, lists, sections, and more.

From AppleWorks, you can import lists, tables, spreadsheets, charts, inline and fixed objects, footnotes and endnotes, bookmarks, hyperlinks, and more.

To import a media file:

- Drag the image, music, or movie file from the Finder or the Pages Media Browser (choose View > Show Media Browser) to an open Pages document. See "Using the Media Browser" on page 131 for instructions.

Imported media files can include images (such as those that iPhoto supports), PDF files, QuickTime movies, or Flash animations.

Step 4: Add Graphics and Other Media

You can use a variety of media types in a Pages document, including still images, movies, sound, drawn shapes, charts, and tables. Movies and sound can be useful if you intend your final document to be viewed onscreen in HTML format or as a Pages file. For a more complete list of the file types that Pages can accept, see Chapter 6, "Working With Graphics and Other Media."

Placing Images in Image Placeholders

The images you see in Pages templates are image placeholders. They represent the size and placement for images that you will add to your document. You can recognize an image placeholder by letting your pointer rest over it; a help tag appears instructing you to drag your own image into its place.

To replace an image in an image placeholder:

- Drag the image from the Media Browser or Finder to the image placeholder.

Adding Images, Movies, and Sound Files Elsewhere in Your Document

You can add images, movies, or sound files to your Pages document by simply dragging them from the Finder to the document window, or by dragging them from the Media Browser. The Media Browser displays images that are stored in your iPhoto library, sound files that are stored in your iTunes library, and movies that are located in the Movies folder in your home folder.

Note: Some media files are protected under copyright law. And some downloaded music may be played only on the computer where the download occurred. Make sure you have permission to use the files you want to add.

To open the Media Browser:

- Click Media in the toolbar (or choose View > Show Media Browser), then choose iPhoto, iTunes, or Movies to display the kind of files you want to use.

When you add an object to your document, you can either place it in a fixed position on the page (called a *fixed object*), so that the text flows around it as you type; or anchor it to the text (called an *inline object*), so that it moves with the text around it. If you create a fixed object, you can adjust how tightly you want the text to flow around it by adjusting the text wrap. To learn more about fixed versus inline objects, see "Fixed Objects Versus Inline Objects" on page 124. For more information about text wrapping, see "Wrapping Text Around an Object" on page 136.

To add an image inline with the text:

- Place the insertion point where you want the image to appear, and then choose Insert > Choose. Select the graphics file and click Insert.
- Command-drag an image from the iPhoto pane of the Media Browser to where you want it to appear in the text flow. As you drag the image over the text, the insertion point indicates where the image will appear if you drop it.
- Command-drag an image from the Finder to where you want it to appear in the text flow. As you drag the image over the text, the insertion point indicates where the image will appear if you drop it.

To add a fixed image:

- Click outside the text areas in the document so that no insertion point is visible, choose Insert > Choose, and then select the graphics file and click Insert.
- Drag an image from the iPhoto pane of the Media Browser to the document and position it where you want it.
- Drag an image from the Finder to the document and position it where you want it.

To change an image from fixed to inline or vice versa:

1. Click Inspector in the toolbar, and click the Wrap Inspector button.
2. Select "Moves with text" to make the image inline. Select "Fixed on page" to make the image fixed.

Images can be cropped, resized, and rotated. Fixed images can be grouped, which makes it easy to reposition and resize several graphics that you want to keep together. You can also layer graphics, adjust their opacity, and add shadows to create interesting visual effects. Images can also be masked (cropped) so that only part of the image is visible on the page. For more information about working with images, see Chapter 6, "Working With Graphics and Other Media." To learn about adjusting shadows and opacity, see Chapter 7, "Changing Object Properties."

To learn about adding shapes, tables, and charts, see "Adding Shapes, Tables, and Charts" on page 125.

Adding Web and Email Addresses

You can create active hyperlinks to web addresses (URLs) and email addresses. When you click a web link, it opens a web browser and displays the webpage you specify. When you click an email address, it opens an email program and creates a new email message. You can also create *bookmarks* that let you jump to a specific word or phrase in your document. For specific instructions about creating hyperlinks and bookmarks, see "Adding Hyperlinks and Bookmarks" on page 141.

Positioning Text and Graphics

Pages provides several tools to help you position text, images, and other objects on the page, so you can achieve the design you want. *Alignment guides* appear in some templates—or you can create your own—to align fixed objects anywhere on a page. Rulers display page measurements in inches, centimeters, points, or picas, so you can easily tell where you are placing an object.

Pages also displays position tags that indicate the X and Y coordinates of an object's top-left corner as you move the object around the page, or the object's angle as you rotate it. When you resize an object, size tags appear, displaying the object's height and width.

Rulers

You can show rulers to help you position objects on the page. Rulers indicate how far an object is from the top of the page and the left edge of the page.

To show rulers:

- Click View in the toolbar and choose Show Rulers (or choose View > Show Rulers).

To change the units of measure in the rulers:

1. Choose Pages > Preferences, and click General.
2. Choose an item from the Ruler Units pop-up menu. To display measurements as a percentage of the distance across the page, select "Display ruler units as percentage."

To place the ruler's horizontal origin point at the center of the page:

- In Pages preferences, click General and select "Place origin at center of ruler."

When you change ruler settings in Pages preferences, the new settings apply to all documents viewed in Pages, until you change the settings again.

Alignment Guides

As you move fixed text boxes and graphics around in the document, blue alignment guides appear to help you center and align objects on the page. They appear whenever the center or edge of an object aligns with the center or edge of another object, or with the center of the page, depending upon your preferences. You can create your own alignment guides to help you align objects precisely on a page. Alignment guides (even those you create) don't appear when you print your document; they are visible only when you are editing a document.

To place alignment guides on a page:

1. Click View in the toolbar and choose Show Rulers (or choose View > Show Rulers) to make the rulers appear at the top and left side of the page.
2. Click outside any areas of the page so that the insertion point is not visible.
3. Place the pointer over a ruler and drag onto the page. A blue alignment guide appears.
4. Drag the guide wherever you want it on the page.

To remove alignment guides that you have placed on a page:

- Drag the alignment guide off the edge of the page.

If alignment guides are getting in the way as you work, you can temporarily hide them.

To temporarily hide alignment guides:

- Start dragging an object, and then hold down the Command key while dragging.

You can turn alignment guides and size and position tags on or off in Pages preferences. You can also make alignment guides appear only when object edges are aligned, or only when object centers are aligned.

When you change alignment guide and tag settings in Pages preferences, the new settings apply to all documents viewed in Pages, until you change the settings again.

To change the behavior of alignment guides and tags displayed when you move objects:

1. Choose Pages > Preferences, and click General.
2. To turn off size and position tags, deselect "Editing: Show size and position when moving objects."
3. To turn off the guides that appear when an object's center aligns with another object or the center of the page, deselect "Alignment Guides: Show guides at object center."
4. To turn on the alignment guides that appear when an object's edges align with another object or the center of the page, select "Alignment Guides: Show guides at object edges."

To change the color of alignment guides:

- In Pages preferences, click General, click the Alignment Guides color well, and select a color in the Colors window.

Locking Graphics to the Page

After you've placed graphics exactly where you want them on the page, you can lock them to that position to prevent them from being moved accidentally as you work.

To lock a graphic to its position on the page:

- Select the graphic and choose Arrange > Lock.

You cannot modify a graphic that has been locked to its position on the page. To unlock a graphic, choose Arrange > Unlock.

Step 5: Edit Your Document

After you've typed some text in your document, you may want to delete or rearrange (copy and paste) parts of it, check your spelling, find and replace specific words or phrases with new text, or use comments to make notes to yourself or collect information from readers.

Checking Spelling

Pages uses the Mac OS X spell-checker to catch spelling errors in your document. You can set the spell-checker to flag spelling errors as you type, or you can check your entire document or selected text at any time.

To flag misspelled words as you type:

- Choose Edit > Spelling > Check Spelling as You Type.

  As you type, misspelled words appear with a red dashed line below them. If you're not sure how to spell the word, you can see a list of possible spellings.

To get a list of spelling suggestions:

1. Hold down the Control key and click the misspelled word. A list of optional spellings appears (a word may generate no optional spellings if it cannot be recognized at all).
2. Choose the correct spelling if you see it in the list.

   If you know you have spelled the word correctly, and you want to add it to the spelling dictionary used for all documents, choose Learn Spelling from the pop-up list.

   If you don't want this word to be flagged as misspelled, and you don't want to add it to the spelling dictionary used for all documents, choose Ignore Spelling from the pop-up list. Ignore Spelling works only in the current document until you close it.

   After you correct the misspelled word, the red line disappears.

To turn the spell-checker off:

- Choose Edit > Spelling > Check Spelling as You Type to deselect it (make sure the checkmark is not visible next to the menu command).

To check spelling in your document one word at a time:

- Place the cursor in a word you want to check, or anywhere in the document, and then do one of the following:
  - Choose Edit > Spelling > Check Spelling.

    The spell-checker begins checking the spelling of each word in your document, beginning wherever you placed your cursor. The first misspelled word found is highlighted. You can correct it or choose the same menu command again, to continue checking the document. To go through the document more quickly, press Command-semicolon (;) to continue checking the document.

- Choose Edit > Spelling > Spelling.

  The Spelling window opens with a list of suggested spellings. If you don't see any that look correct, you can retype the word using a different spelling and click Guess to see a new list of suggestions. Select one and click Correct to apply it to the misspelled word. Click Find Next to go to the next misspelled word.

Deleting, Copying, and Pasting Text

If you want to copy or move a chunk of text from one part of the document to another, the easiest way to do this is to copy it (or cut it) from its original location, and then paste it in the new location. If you copy text, you will not delete it from its original location; if you cut text, it will be deleted from its original location.

To copy (or cut) and paste text:

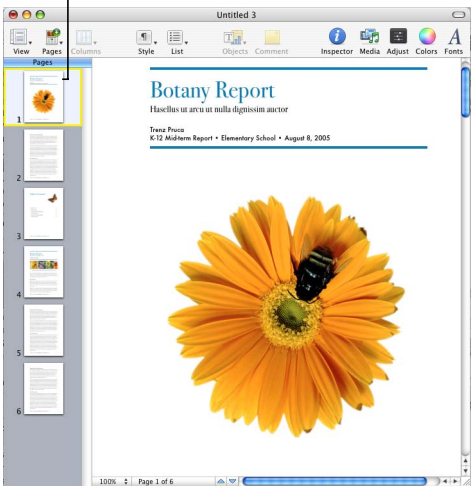
1. Select the text you want to copy or move.
2. Choose Edit > Cut or Copy.
3. Place the text cursor in the location where you want to move the text, then do one of the following:
   - Choose Edit > Paste to maintain the original formatting of the pasted text.
   - Choose Edit > Paste and Match Style to change the formatting of the pasted text to match the formatting of the text around it.

To completely delete selected text:

- Choose Edit > Delete.

Using Thumbnails

You can view miniature versions (thumbnails) of all the pages in a document.



The thumbnail view offers a quick way to go to a specific page and to work with sections in the document. A section is a group of one or more pages that have the same layout, numbering, and other document attributes. See "Varying Document Formatting Using Section Breaks" on page 72 for information about defining sections.

To show and hide the thumbnail view:

- To show the thumbnail view, click View in the toolbar and choose Show Page Thumbnails.
- To show facing pages in the thumbnail view, select Facing Pages in the Document Inspector's Document pane. To open the Inspector, click Inspector in the toolbar (or choose View > Show Inspector), then click the Document Inspector button. (See "Creating a Document With Left- and Right-Facing Pages" on page 66 for information about facing pages.)
- To hide the thumbnail view, click View in the toolbar and choose Hide Page Thumbnails.

To go to a specific page:

- Click its thumbnail. The page appears in the main viewing area.

To select one or more sections in the thumbnail view:

- Click a page. A yellow box surrounds all the page thumbnails that are in the same section as the selected page.
- To select multiple adjacent sections, hold down the Shift key, and select the first and last section you want.
- You can also select multiple sections by dragging. Click to the left or right of a page thumbnail, and then drag up or down to select adjacent sections.

To move sections:

- Select the sections, click a page thumbnail in one of the selected sections, and drag the sections to a new location in the thumbnail view. Sections shift to make room for your insertion as you drag.

To delete a section and its contents:

- Select the section in the thumbnail view, and press the Delete key.

To copy (or cut) and paste one or more sections:

1. In the thumbnail view, select the sections you want to copy or cut.
2. Choose Edit > Copy or Edit > Cut.
3. Select the section after which you want to paste the sections.
4. Choose Edit > Paste.

You can also copy and paste one or more sections by Option-dragging selected sections to a new destination in the thumbnail view. As you drag, sections shift to make room for what you're pasting.

You can paste a copy of selected sections immediately following them by choosing Edit > Duplicate.

To reuse some or all the pages in a section:

1. Select the section in the thumbnail view.
2. Choose Format > Advanced > Capture Pages.
3. In the dialog that appears, type a name for the page or pages, use the Include pop-up menu to indicate which pages you want to reuse, and then click OK.

The page or pages are available in the pop-up menu that appears when you click the Pages button in the toolbar.

Deleting a Page

To remove a page but not delete the section it's in:

- Select the text and other objects you want to delete, then press the Delete key.

To remove a page and the section it's in:

- Select the section in the thumbnail view, and press the Delete key.
- Select the section, and choose Edit > Delete Pages. To use the shortcut menu, Control-click the section in the thumbnail view, then choose Delete Pages.

Finding and Replacing Text

You can find every instance of a word or phrase in your document. If you want to change all instances of a word or phrase in your document—for example, if you are writing a letter and you need to change every instance of the name "Rodriguez" to "Mr. Rodriguez"—you can do so by using the find and replace feature.

To find or find and replace a word in your document:

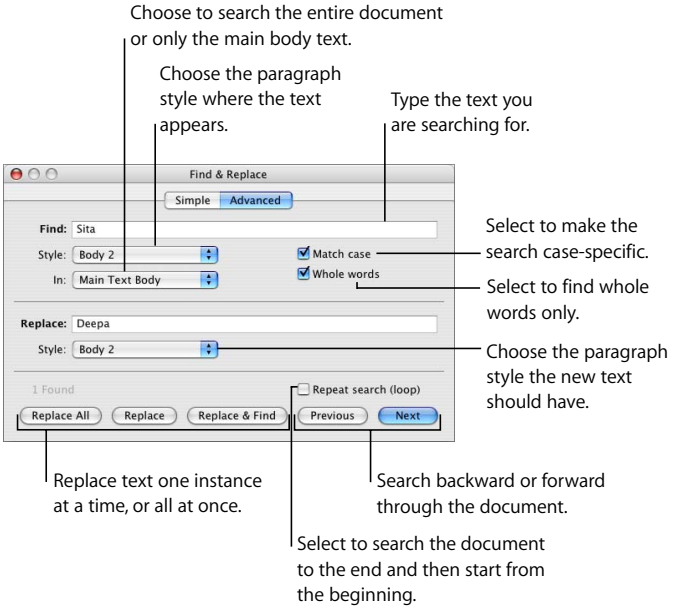
1. Choose Edit > Find > Find Panel.
2. Type the word in the Find field.
3. If you want to replace the word with another, type the new word in the Replace field.
4. Depending on how cautious you want to be, do one of the following:
   - Click Next or Previous to highlight the next or previous instance of the word. Continue clicking Next or Previous until you locate the instance you are looking for.
   - Click Replace to replace the highlighted instance of the word with the new word, and then click Next or Previous to find the next instance.
   - Click Replace & Find to replace the highlighted instance of the word and find the next one.
   - Click Replace All to automatically replace all the instances of the word at once without your review. To undo this operation, choose Edit > Undo Text Replacement.

Note: You can't use the find and replace feature with placeholder text. To find and replace text used in a placeholder, you must first undo its definition as placeholder text. Click the placeholder text to select it, and then choose Format > Advanced > Define as Placeholder Text to remove the checkmark.

If you want to be more precise about finding content, you can use the Advanced pane of the Find & Replace window.

To refine your search criteria:

1 Choose Edit > Find > Find Panel, and then click Advanced.



2 Type the text or phrase in the Find field.

3 If you only want to find the text where it appears in a particular paragraph style (for example, Heading 1 style) choose the style from the Style pop-up menu. (For information about styles, see Chapter 5, "Working With Styles.")

4 Choose Entire Document from the In pop-up menu if you want to search the whole document, including headers, footers, and text boxes; choose Main Text Body if you only want to search the main body text area of the document.

5 Select "Match case" if you only want to find instances of the text with the same capitalization that you specified in the Find field; otherwise, the search will not take capitalization into account.

6 Select "Whole words" if you only want to find instances where the text appears as a separate word; otherwise, results will include instances of this text that appear within words.

7 If you want to replace the text with a new word or phrase, type it in the Replace field.

8 If you want to change the paragraph style of the new word or phrase, choose a style from the Style pop-up menu.

9 Depending on how cautious you want to be, do one of the following:

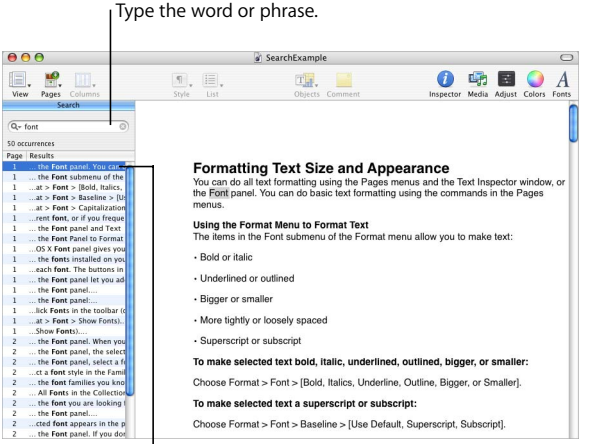
- Click Next or Previous to highlight the next or previous instance of the text. Continue clicking Next or Previous until you locate the instance you are looking for.
- Click Replace to replace the highlighted instance of the text with the new text, and then click Next or Previous to find the next instance.
- Click Replace & Find to replace the highlighted instance of the text and find the next one.
- Click Replace All to automatically replace all the instances of the word at once without your review. To undo this operation, choose Edit > Undo Text Replacement.

If you frequently use the Find & Replace window, you can add the Find button to the Pages toolbar to make it available with a single click. To learn about customizing the toolbar, see "The Toolbar" on page 30.

Finding and Listing All Occurrences of a Word or Phrase at Once

You can generate a list of all occurrences of a specific word or phrase (including placeholder text) in your document. If you select a search result in the list, the page containing the matching text is displayed in the main viewing area, and the text is highlighted.

After selecting an item in the search results list, double-click it or press Return or Enter to select the matching text and edit it in the main view.


Type the word or phrase.
SearchExample
View
Pages
Columns
Style
List
Objects
Comment
Inspector
Media
Adjust
Colors
Fonts
Search
font
50 occurrences
Page
Results
Formatting Text Size and Appearance
You can do all text formatting using the Pages menus and the Text Inspector window, or the Font panel. You can do basic text formatting using the commands in the Pages menus.
Using the Format Menu to Format Text
The items in the Font submenu of the Format menu allow you to make text:
• Bold or italic
• Underlined or outlined
• Bigger or smaller
• More tightly or loosely spaced
• Superscript or subscript
To make selected text bold, italic, underlined, outlined, bigger, or smaller:
Choose Format > Font > [Bold, Italics, Underline, Outline, Bigger, or Smaller].
To make selected text a superscript or subscript:
Choose Format > Font > Baseline > [Use Default, Superscript, Subscript].
Select an item in the resulting list to view where the word or phrase occurs in the document.

Pages searches for a match to the word or phrase in the main body text, headers and footers, tables, text boxes, shapes, footnotes and endnotes, and comments.

To show or hide the search sidebar:

- To show the search sidebar, click View in the toolbar and choose Show Search.
- To hide the sidebar, click View in the toolbar and choose Hide Search.

To conduct a search:

1. Show the search sidebar.
2. Type the word or phrase you want to search for in the search field. Results, with page references and some text that appears before or after the word or phrase, are listed as you type. Searches are not case sensitive, and you can't search for invisibles. For example, you can't paste the paragraph symbol into the search field and search for it.
3. To view an item in the search results list on the page where it occurs, click it. The page is displayed with the word or phrase highlighted.

4 To edit a word or phrase selected in the search results list, double-click it or press Return or Enter. Type to replace the selected text, or click the text to edit it.

To list the results of any of the last ten searches since opening the document:

- Click the disclosure triangle in the search field and select a previous search from the list. The results for the selected search string appear in the list.

Using Comments

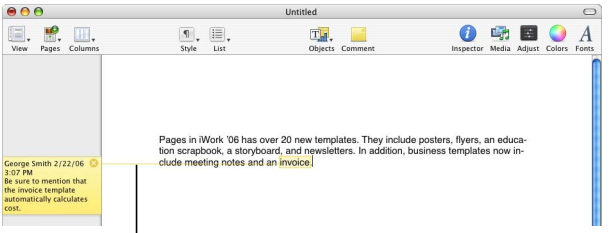
With comments, you can make annotations that relate to particular parts of a document without actually changing the document itself. Comments are useful for making notes to yourself, asking questions of reviewers, conveying editorial suggestions, and so on.

To insert a comment:

1 In an open document, select the words or objects to which the comment will apply. The part of the document associated with a comment is called the *comment anchor*.

2 Click Comment in the toolbar.

3 In the box that appears, type your comment. The size of the comment box grows and shrinks to accommodate your comment.



The comment has a visible link to the information it relates to.

You can use character and paragraph styles to modify the appearance of text in a comment.

To change a comment:

- Click the comment and edit it just as you would text and objects elsewhere in your document.

To delete a comment:

- Click the delete icon in the corner of the comment box or delete the comment's anchor.

To view comments:

- Click View in the toolbar and choose Show Comments (or choose View > Show Comments).

If comments are not in view, inserting one displays all comments.

To hide comments:

- Click View in the toolbar and choose Hide Comments (or choose View > Hide Comments).

To print comments:

- Print your document with comments visible. Printed pages are adjusted to make room for the comments. (If you don't want to print your document with comments, hide comments before printing.)

Step 6: Save and Share Your Document

When you create a Pages document, all of the graphics and any chart data are contained within that document, which can be moved from one computer to another. However, fonts are not included as part of the document. If you transfer a Pages document to an older computer, make sure the fonts used in the document have been installed in the Fonts folder of that computer.

It's a good idea to save your document often as you work.

To save your document:

1. Choose File > Save, or press Command-S.
2. Type a name for the document.
3. If your file directory isn't visible, click the disclosure triangle to the right of the Save As field.
4. Choose where you want to save the document.
5. Select "Save a copy in iWork '05 format" if you want the document to be opened using Pages in iWork '05.

6 If you plan to share the document between computers or with other users, click Advanced Options.

- Make sure the "Copy audio and movies into document" checkbox is checked if your document contains movie or audio files.

  If you don't select this checkbox, then any audio or video files that you have included in your document will not be carried along with it if you transfer your document to another computer or send it to someone else. Documents that contain media may have large file sizes.
- Select the "Copy template images into document" checkbox to keep image files that were part of the document's original template with your document if you transfer it to another computer or send it to someone else.

7 Click Save.

To learn about exporting your document in other file formats (including Microsoft Word, HTML, rich text format, plain text, and PDF), see "Exporting to Other Document Formats" on page 231.

As you work on your document, you can save it frequently by pressing Command-S. You can also save a backup copy of the last saved version of your document. This way, if you change your mind about edits that you have made, you can go back to the previous version of the document.

To save a backup copy of your document:

- Choose Pages > Preferences, click General, and select the checkbox labeled "Back up previous version when saving."

When you save the document, the previous version is saved in the same location as the document with the words "Backup of" preceding the filename. Only one version—the last saved version—is backed up.

To save a version of your document with a different name or in a different location:

1 Choose File > Save As.

2 Type a name for your document.

3 Select a location to save the document. Click the disclosure triangle next to the Save As field to select the location you want.

4 Click Save or New Folder.

To see a print preview:

- Choose File > Print, and then click the Preview button in the Print dialog.

To print your document:

1. Choose File > Print.
2. Enter the number of copies you want, if you want multiple copies of the document; or select From and enter a page range to print only part of the document.
3. Click Print.

If you print frequently, you can add the Print button to the Pages toolbar. To learn about customizing the toolbar, see "The Toolbar" on page 30.

For more information about printing, see "Printing Your Document" on page 224.

Formatting a Document's Layout and Table of Contents

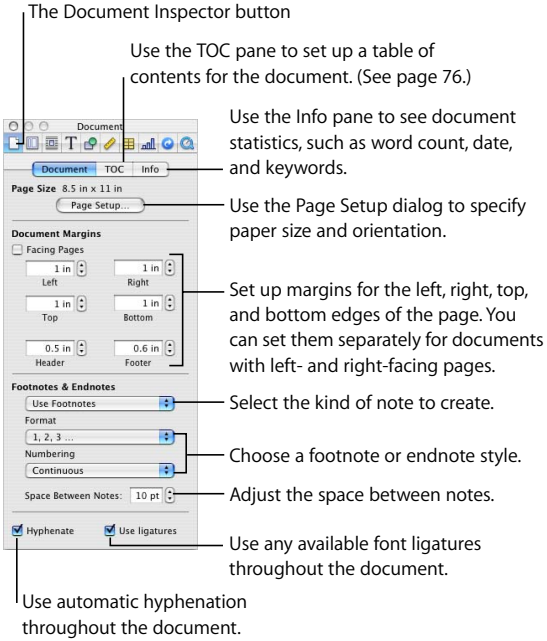
3

This chapter describes how to set up the overall document layout, including margins, column layouts, and section breaks, and how to generate a table of contents, footnotes, and endnotes.

Before adding content to your document, it's a good idea to set up the document layout—including the page orientation and size, page margins, background graphics (watermarks), and any odd/even-numbered page differences. You make most of these settings in the Document Inspector and the Layout Inspector.

To open the Document Inspector:

- Click Inspector in the toolbar (or choose View > Show Inspector), and then click the Document Inspector button.


The Document Inspector button
Use the TOC pane to set up a table of contents for the document. (See page 76.)
Use the Info pane to see document statistics, such as word count, date, and keywords.
Use the Page Setup dialog to specify paper size and orientation.
Set up margins for the left, right, top, and bottom edges of the page. You can set them separately for documents with left- and right-facing pages.
Select the kind of note to create.
Choose a footnote or endnote style.
Adjust the space between notes.
Use any available font ligatures throughout the document.
Use automatic hyphenation throughout the document.
Document
Document
TOC
Info
Page Size 8.5 in x 11 in
Page Setup...
Document Margins
Facing Pages
1 in
Left
1 in
Right
1 in
Top
1 in
Bottom
0.5 in
Header
0.6 in
Footer
Footnotes & Endnotes
Use Footnotes
Format
1, 2, 3 ...
Numbering
Continuous
Space Between Notes:
10 pt
Hyphenate
Use ligatures

Formatting set in the Document Inspector applies to the entire document. However, you can control formatting options for document sections (for example, chapters) using the Layout Inspector. For example, you can create a different first page, left page, and right page layout for each section, or use different text column layouts in different parts of the document. To learn more about creating sections in your document, see "Varying Document Formatting Using Section Breaks" on page 72. To read about creating columns, see "Creating Columns" on page 62.

Setting Page Orientation and Size

By default, most Pages templates are created for standard paper sizes, with the text printed in portrait (vertical) orientation. If your document will require a different paper size or you want to print it in landscape (horizontal) orientation, you should set the paper size and orientation at the start. This way, as you work in your document, you will have a clearer idea of what it's going to look like.

If you start with a Blank document, it is in portrait orientation by default. "Setting the Paper Size and Orientation" on page 224 provides instructions for changing the page orientation and setting up paper size.

Setting Page Margins

The default margins for most of the Pages templates, including Blank, are set to one inch from the left and right sides of the page, and one inch from the top and bottom. This means that the body text of the document will not expand outside of these margins.

To change the page margins:

- In the Document pane of the Document Inspector, enter values in the Left, Right, Top, and Bottom fields.

  If you want to set different margins in different sections of your document, you must use the Layout Inspector. To learn about setting layout margins, see "Varying Column and Page Layouts" on page 64.

  If you are creating a document that will be bound, you may want your document margins to take into account which side of the page will go into the binding (the inside margin) and which will be the loose edge of each page (the outside margin). To do this, you must create a document with left- and right-facing pages. To read about this, see "Creating a Document With Left- and Right-Facing Pages" on page 66.

Creating Columns

In Pages, you can vary the design on different pages of your document by creating *layouts*, separated by *layout breaks*. A layout is part of a document in which you have defined layout margins and columns. You can have multiple layouts in a section of your document, or even on a single page.

You can lay out text in up to ten columns, adjusting relative column size and the spacing between columns.

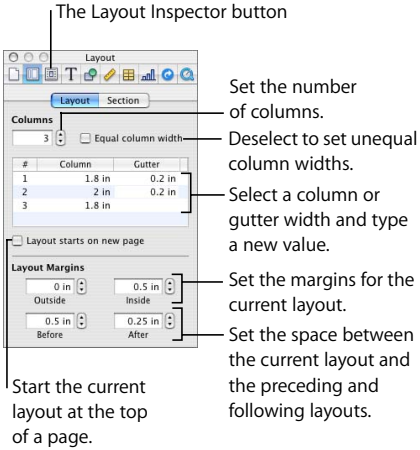
To create up to four columns of equal width:

- Click Columns in the toolbar and select the number of columns you want, up to four.

If the Columns button isn't in the toolbar, or if you want more than four columns, you must use the Layout Inspector. You must also use the Layout Inspector if you want to make columns with unequal widths.

To create more than four columns:

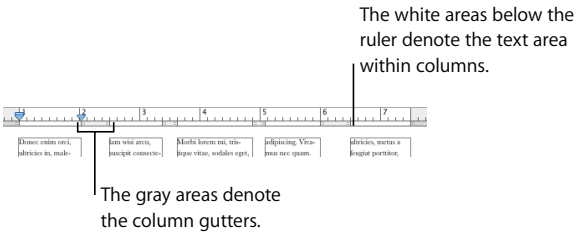
1. Click Inspector in the toolbar (or choose View > Show Inspector), and then click the Layout Inspector button.
2. Click Layout in the Layout Inspector if it's not already selected.
3. Type the number of columns you want in the Columns field. By default, the columns have equal widths.
4. To resize the columns:
   a. Deselect the checkbox labeled "Equal column width".
   b. Select a column or gutter width in the table and type a new value, using the same units shown in the document rulers.



After you have created the number of columns you want, you can resize them on the fly using the document rulers, rather than entering column and gutter width values in the Layout Inspector.

To adjust column widths using the rulers:

1. Click View in the toolbar, and choose Show Rulers.
2. Drag the left or right edges of the gray gutter areas just below the horizontal ruler.



Varying Column and Page Layouts

You can use page, column, and layout breaks to create different text layouts on a page.

Page Breaks

When you reach the end of a page, text automatically flows to the next page as you type. You can specify that text "break" where you want by inserting a page break.

To create a page break:

1. Click where you want the break to occur.
2. Choose Insert > Page Break.

When you show invisible formatting characters in your document, a page break symbol appears like this:

To remove a page break:

1. Click at the beginning of the line that follows the break.
2. Press the Delete key.

Column and Layout Breaks

Column breaks end the text flow in one column (leaving the rest of the column blank) and continue it in the next. *Layout breaks* end one layout and start a new one with a different number of columns, different column margins, or blank space before or after the layout.

Using column breaks or layout breaks does not affect the headers, footers, page numbering, or other formatting features specific to the document or section. (To read about section formatting features, see "Varying Document Formatting Using Section Breaks" on page 72.)

You can apply the formatting features described here to both single-column layouts and multi-column layouts.

To create a column break:

1. Place the cursor after the word where you want to end the text flow.
2. Choose Insert > Column Break.

The text breaks where your cursor was inserted and continues in the next text column. If you insert a column break in a single-column layout, the text continues at the top of the next page.

When you show invisible formatting characters in your document, a column break symbol appears like this:

To change the number of columns:

1. Place the insertion point after the word where you want to end the current number of columns and change to a new layout.
2. Choose Insert > Layout Break.

   A layout break is inserted and the insertion point is moved to the top of the next layout. When you show invisibles in your document, a layout break symbol appears like this:

3. Set the number of columns you want, and format them, in the Layout pane of the Layout Inspector.

To change the layout margins of columns:

1. Click Inspector in the toolbar (or choose View > Show Inspector), and then click the Layout Inspector button.
2. Click Layout in the Layout Inspector.
3. To change the outside margins of the column layout, enter values in the Left and Right fields under Layout Margins.
4. To create space above and below the current column layout, enter values in the Before and After fields under Layout Margins.

   Note: The new margins cannot extend outside the page margins set for the document.

To move a layout to the top of a page:

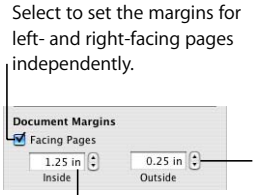
- Select the checkbox labeled "Layout starts on new page" in the Layout pane of the Layout Inspector.

Creating a Document With Left- and Right-Facing Pages

If you intend to print a document double-sided and bind it, it will have left- and right-facing pages. In this case you may want to vary the margins and layout on left and right pages. For example, you may want the margins that go into the binding to be wider than the outside margins (as in this book, for example), or you may want to place page numbers on the outer corners of each page. To do this, you need to tell Pages that this document has facing pages.

To create different margins for left- and right-facing pages:

1. Click Inspector in the toolbar (or choose View > Show Inspector), and then click the Document Inspector button.
2. Click Document.
3. Select the checkbox labeled Facing Pages.

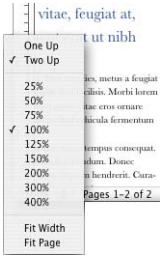

Select to set the margins for left- and right-facing pages independently.
Document Margins
Facing Pages
1.25 in
Inside
0.25 in
Outside
Type a value for the margin on the outside edges of the pages.
Type a value for the margin that will go into the binding.

To learn about other document formatting options that are available by using facing pages, see "Varying Document Formatting Using Section Breaks" on page 72.

4. Set inside and outside margins.

To view facing pages:

- Click View in the toolbar and choose Show Page Thumbnails (or choose View > Show Page Thumbnails) to view facing pages in the thumbnail view. See "Using Thumbnails" on page 48 for information about using thumbnails.
- Click the Page View control in the bottom-left corner of the window, and choose Two Up from the pop-up menu to view facing pages side by side in the main document window.



Adding Headers, Footers, Page Numbers, Footnotes, and Endnotes

Pages has tools that make it easy to add identifying text on every page, as well as to automatically insert and format footnotes and endnotes.

Adding Headers and Footers

Headers and footers appear at the top and bottom margins of a document. Usually, they identify the document, author, page number, and so on.

To add a header or footer to your document:

1. Click View in the toolbar and choose Show Layout (or choose View > Show Layout). You see the header and footer areas at the top and bottom of the page.
2. Place the insertion point in the header or footer and type, formatting the text as you would regular text. (For information about formatting text, see "Formatting Text Size and Appearance" on page 79.)

   Whatever you type in a header or footer is repeated on every page. If you want to change the header and footer text in different sections of your document, see "Varying Document Formatting Using Section Breaks" on page 72. To automatically generate the correct page number on each page, use formatted text fields, described next.

Using Formatted Text Fields for the Page Numbers, Date, and Time

Formatted text fields allow you to insert text that can be automatically updated. For example, inserting the date field shows the current date whenever you open the document. Similarly, page number fields keep track of page numbers as you add or delete pages. Pages provides formatted text fields for date, page number, and page count—the total number of pages in the document. This is useful, for example, if you want to label your pages "page 1 of 4."

To add page numbers:

- Place the insertion point where you want the page number to appear, and then choose Insert > Page Number.

To add the page count:

- Place the insertion point where you want the page count to appear, and then choose Insert > Page Count.

To add and format the date and time:

1. Place the insertion point where you want the date and time to appear, and then choose Insert > Date & Time.
2. Select a date and time format in the dialog.
3. If you want the document to always show the current date and time, select the checkbox labeled "Automatically update the date and time when the document is opened."
4. Click Insert.

To edit the date and time format that's already been inserted:

- Control-click the date and time text, and choose Edit Date & Time from the shortcut menu. Select a new format in the dialog, and click Change.

Adding Footnotes and Endnotes

You can add special marks in a document that link to notes at the bottom of a page (**footnotes**) or at the end of a document or section (**endnotes**). You can't mix footnotes and endnotes in a document, but you can convert notes from one type to the other.

You can use one of the predefined autonumbering styles for the mark that refers to the note. Predefined numbering styles are Arabic numbers (1, 2, 3), Roman numerals (i, ii, iii), and symbols (*, †, ‡). Numbering can be continuous through the document, or restarted for each document section or page.

Instead of or in addition to using autonumbering, you can use custom marks, which you define yourself. There's no autonumbering for custom marks; if you use custom marks, you need to specify the mark you want to use every time you create a footnote or endnote.

To add a footnote:

1. Open the Document Inspector. Click Inspector in the toolbar (or choose View > Show Inspector), and then click the Document Inspector button. Then click Document.
2. Choose Use Footnotes from the Footnotes & Endnotes pop-up menu.
3. Choose a numbering format.
4. Place the insertion point where you want the footnote mark to appear.
5. Choose Insert > Footnote.

   A footnote mark appears and the insertion point moves to the corresponding footnote field at the bottom of the page.
6. Type the footnote information. In addition to text, you can use inline shapes, graphics, and other objects; see "Adding Fixed and Inline Objects" on page 125 for instructions.

To add an endnote at the end of a document:

1. Open the Document Inspector. Click Inspector in the toolbar (or choose View > Show Inspector), and then click the Document Inspector button. Then click Document.
2. Choose Use Document Endnotes from the Footnotes & Endnotes pop-up menu.
3. Choose a numbering format.
4. Place the insertion point where you want the endnote mark to appear.
5. Choose Insert > Endnote.

   An endnote mark appears and the insertion point moves to the corresponding endnote field, at the end of the document following a section break. If you don't want the endnotes on a new page, delete the section break.
6. Type the endnote information. In addition to text, you can use inline shapes, graphics, and other objects; see "Adding Fixed and Inline Objects" on page 125 for instructions.

To add an endnote at the end of a section:

1. Open the Document Inspector. Click Inspector in the toolbar (or choose View > Show Inspector), and then click the Document Inspector button. Then click Document.
2. Choose Use Section Endnotes from the Footnotes & Endnotes pop-up menu.
3. Choose a numbering format.
4. Place the insertion point where you want the endnote mark to appear.
5. Choose Insert > Section Endnote.

   An endnote mark appears and the insertion point moves to the corresponding endnote field, at the end of the section in which the mark appears. A line separates the endnotes from other information in the section.
6. Type the endnote information. In addition to text, you can use inline shapes, graphics, and other objects; see "Adding Fixed and Inline Objects" on page 125 for instructions.

To delete a footnote or endnote:

- Delete the mark within your document that refers to the note.

To use a predefined number or symbol format:

- In the Document pane of the Document Inspector, choose a numbering style from the Format pop-up menu. The numbering style you choose will be the same throughout the document.

To insert a custom mark:

1. Place the insertion point at the location in the document where you want a footnote or endnote custom mark to appear.
2. Click the Insert menu, then press the Option key. Choose Custom Endnote, Custom Section Endnote, or Custom Footnote. What appears in the menu depends on the setting in the Footnotes & Endnotes pop-up menu.
3. In the dialog that appears, type or select a custom mark, and then click OK.
4. The mark appears and the insertion point moves to the appropriate location in the document for you to type the note.

To change the numbering format from predefined to custom:

1. Control-click an endnote or footnote mark.
2. Choose Use Custom Mark from the shortcut menu.

3 In the dialog that appears, type or select a custom mark, and then click OK. The custom mark replaces the predefined mark.

To change custom numbering to predefined numbering:

1 Control-click a custom mark.

2 Choose Use Automatic Numbering from the shortcut menu.

The mark that replaces the custom mark reflects the number format settings in the Document pane of the Document Inspector.

To restart the numbering of footnotes and section endnotes:

- Choose Restarts on Each Page or Restarts for Each Section from the Numbering pop-up menu in the Document pane of the Document Inspector. (To learn about dividing your document into sections, see "Varying Document Formatting Using Section Breaks" on page 72.)

To adjust the space between notes:

- In the Document pane of the Document Inspector, increase or decrease the number in the Space Between Notes field.

To format notes:

- Select the note text and/or mark and format it as you would any text using the Font panel, the Text Inspector, and the Styles drawer. For more information about how to format text, see Chapter 4, "Formatting Text and Paragraphs."

To convert footnotes to endnotes and vice versa:

- In the Document pane of the Document Inspector, change the setting in the Footnotes & Endnotes pop-up menu.

To jump between references and notes:

- In the note, double-click the mark to jump to the location in the document where the note is referenced.
- In the document body, click the reference mark to jump to its note.

Varying Document Formatting Using Section Breaks

Use section breaks in your document wherever you want to separate your document into sections with different layouts, numbering, or other document formatting. You can use sections to make the following formatting elements different from one part of your document to the next:

- Formatting and layout attributes
  - Headers
  - Footers
  - Page numbering
  - Margins
  - Column layout
- Master objects (repeated background images)

Creating Sections

A section consists of one or more pages that end with a section break.

Each Pages template consists of one or more predefined sections. Every time you add pages to the document by using the Pages button in the toolbar, you add a new section.

You can use the predefined sections as they are, or you can create or remove section breaks to define your own sections.

To create a section break:

- Choose Insert > Section Break.

When you show invisibles in your document, you'll see a section break symbol that looks like this:

After you create a section break, changes made to the master objects (see "Using Master Objects" on page 74), headers, footers, or page numbering will apply only to the section in which you make the changes.

To remove a section break:

- Click at the beginning of the line that follows the break and press the Delete key.

Managing Sections

The thumbnail view makes it easy to move sections, duplicate them, copy (or cut) and paste them, even capture them so they can be inserted using the Pages button in the toolbar. See "Using Thumbnails" on page 48 for instructions.

Defining Section Formatting and Layout Attributes

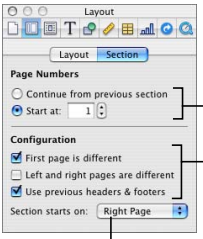
When you insert a section break, the new document section automatically "inherits" all of the formatting and layout attributes of the previous section. To change these attributes, use the Layout Inspector to set up new page numbering, headers and footers, margins, and columns.

To make headers and footers different in one section of a document:

1. Place the insertion point in the document section you want to change.
2. Click Inspector in the toolbar (or choose View > Show Inspector), and then click the Layout Inspector button.
3. Click Section.
4. Deselect the checkbox labeled "Use previous headers and footers."
5. Type the new header or footer in the header or footer area of your document.

To restart page numbering in a document section:

- Select the "Start at" checkbox in the Section pane of the Layout Inspector, and then enter the number of the first page of the section.



Make page numbering continuous with the previous section or enter a number to start renumbering pages.

Make headers and footers different on the first page or alternate pages, or continue from the previous section.

Make the new section begin on a left- or right-facing page.

To set up different first pages, or left- and right-facing pages, for a document section:

1. To make the headers and footers on the first page unique, select the checkbox labeled "First page is different" in the Section pane of the Layout Inspector, and then change headers and footers.
2. To put different headers and footers on alternate pages, do the following:
   a. Select the checkbox labeled "Left and right pages are different" in the Section pane of the Layout Inspector.
   b. If you want the first page of the section to always start on the left- or right-facing page, choose Left Page or Right Page from the "Section starts on" pop-up menu. Otherwise, choose Any Page.

To modify text columns or adjust margins in a document section:

- See "Varying Column and Page Layouts" on page 64 for instructions.

Using Master Objects

A master object is an image that appears in the background on every page of a document (such as a watermark).

When you create a new section, it inherits any master object that's already been placed. You can remove or reposition the master objects in subsequent sections, if you want. See "Adding a Repeated Background Image," next, to learn about how to place a master object.

Adding a Repeated Background Image

You may want to add watermarks, logos, or other background images that appear in the same spot on every page of your document. These repeated graphics are called *master objects*.

Important: Master objects may not appear on every page, depending on whether your document is divided into sections and which settings you have selected in the Section pane of the Layout Inspector. If you want to have different master objects for different parts of your document, you can divide your document into sections.

To add a master object:

1. Click outside the text flow of your document so that the insertion point is not visible.
2. Add a graphics object. You can add an imported image, drawn shape, table, chart, or text box. To learn about how to add a graphic, see Chapter 6, "Working With Graphics and Other Media." Make sure the graphic is a "fixed object" (is not placed inline with the text flow).
3. Position the graphic wherever you want it on the page.
4. Choose Format > Advanced > Move Object to Section Master. The selection handles disappear from the object, so you can no longer select it.

To edit or move a master object, you must first make master objects selectable for the entire document. Master objects look different from other objects because they have blue selection handles.

Master objects have blue selection handles.

To make master objects selectable:

- Choose Format > Advanced > Make Master Objects Selectable.

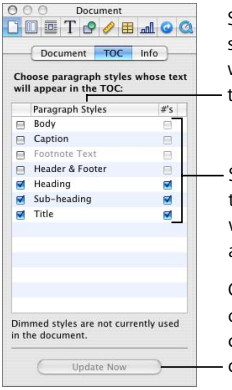
Using a Table of Contents

Pages can automatically generate a table of contents for your document. In order to create a table of contents, you need to use consistently styled text for the headings in your document. To learn about styled text, see Chapter 5, "Working With Styles."

Generating a Table of Contents

To create and update a table of contents:

1. Click Inspector in the toolbar (or choose View > Show Inspector), and then click the Document Inspector button.
2. Click TOC.
3. Select the checkboxes next to the paragraph styles whose text you want to appear in the table of contents. For example, if you want all the first-level headings and subheadings to appear in the table of contents, select the paragraph style that you used for first-level headings and subheadings.



Select the paragraph styles whose text you want to appear in the table of contents.

Select the checkbox in the #'s column if you want page numbers to appear with each entry.

Click to update the table of contents after making changes to your document.

Note: If the styles you select are not used anywhere in the document, you will see a message that your table of contents is empty when you create the table of contents. If you select styles that are used for a large amount of text in the document, your table of contents will be too full. Take care to select the styles that denote topic headings, captions, or other items you want listed in a table of contents.

4 In the #'s column, select the checkboxes of those styles whose entries you want to have an associated page number.

5 Place the insertion point at the beginning of the line where you want the table of contents to appear, and then choose Insert > Table of Contents.

Note: Each table of contents you create lists only the content that follows it, up until the next table of contents. If you want a master table of contents for the entire document, it must be the only table of contents, and it must be at the beginning of the document.

To update the TOC after editing a document:

- Click any entry in the table of contents, or click Update Now in the TOC pane of the Document Inspector. You can always change your TOC settings (styles and page numbers) later.

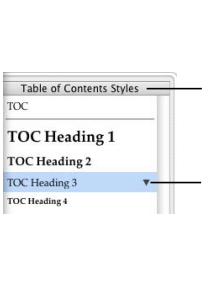
Styling a Table of Contents

You can change the look of text in the table of contents as you would any other text. You can also add a leader line between the TOC entry and its associated page number. To style the table of contents, create new TOC styles, as described below.

To change the look of a table of contents entry:

1 In the table of contents, select the entry type that you want to change (for example, all the entries based on first-level headings). All the entries of the same type are automatically selected. They cannot be individually selected.

2 Click Style in the toolbar and choose Show Styles Drawer (or choose View > Show Styles Drawer). Notice that the Styles drawer now displays a list of table of contents styles. The TOC style that corresponds to the selected entry is also selected.


When a table of contents entry is selected, the Styles drawer displays table of contents styles.
Table of Contents Styles
TOC
TOC Heading 1
TOC Heading 2
TOC Heading 3
TOC Heading 4
Click the arrow and choose whether to redefine the selected style, create a new style, or just rename it.

3 To edit the look of the entry text, do any of the following:

- Use the Font panel, the Text Inspector, and the Colors window to change the look of the text as you would style any paragraph text. To learn about changing the look of text, see Chapter 4, "Formatting Text and Paragraphs."
- To create leader lines from an entry to its associated page number, select the TOC entry, click the tab in the Tab Stops column in the Tabs pane of the Text Inspector, and then choose a line style from the Leader pop-up menu.
- To change the style in the Styles drawer to match the entry, click the arrow to the right of the style name and choose Redefine Style From Selection.
- To create a new TOC style, click the arrow to the right of the style name and choose Create New TOC Style From Selection, and then type a name for the new style.

4 To rename the style in the Styles drawer to match the entry, click the arrow next to the style name and choose Rename Style. Type a new name for the style.

5 To add a new style, click the Add (+) button at the bottom-left corner of the Styles drawer, choose Create New TOC Style From Selection, and then type a name for the new style. Select "Apply this new style on creation" if you want it to be applied immediately to the selected text.

Formatting Text and Paragraphs

4

This chapter describes how to modify the appearance of text and paragraphs, including creating lists, aligning text, and using text boxes and other techniques to make text stand out.

Formatting Text Size and Appearance

You can do all text formatting using the Pages menus and the Text Inspector window, or the Font panel. You can do basic text formatting using the commands in the Pages menus.

Using the Format Menu to Format Text

The items in the Font submenu of the Format menu allow you to make text:

- Bold or italic
- Underlined or outlined
- Bigger or smaller
- More tightly or loosely spaced
- Superscript or subscript

To make selected text bold, italic, underlined, outlined, bigger, or smaller:

- Choose Format > Font > [*Bold, Italics, Underline, Outline, Bigger, or Smaller*].

To make selected text a superscript or subscript:

- Choose Format > Font > Baseline > [*Use Default, Superscript, Subscript*].

To make selected text all uppercase:

- Choose Format > Font > Capitalization > [*None, All Caps, Small Caps*].

If you want to change to a different font, or if you frequently change text formatting, it may be easier to use the Font panel and Text Inspector to format text. These tools are described in the following sections.

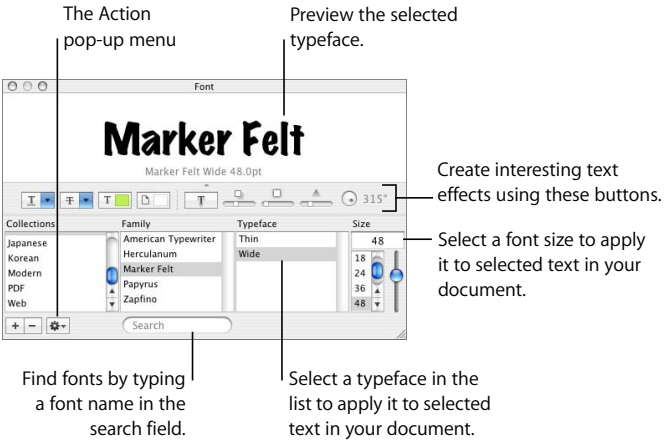
You can also create engaging visual effects with text by changing its shadow color, opacity, and orientation on the page. To learn more about these options, see Chapter 7, "Changing Object Properties."

Using the Font Panel to Format Text

The Mac OS X Font panel gives you access to all the fonts installed on your computer. It provides a preview of the available typefaces (such as bold and italic) and sizes for each font. The buttons in the Font panel let you add underlines, strikethrough lines, color, and shadow to text. You can even change the background page color in the Font panel.

To open the Font panel:

- Click Fonts in the toolbar (or choose Format > Font > Show Fonts).



You can change the appearance of any text in your document by selecting it and then selecting options in the Font panel. When you make formatting changes in the Font panel, the selected text changes right away, so you can try different formatting options and quickly see what looks best.

Here is a summary of what the text effects buttons do, from left to right:

- The Text Underline pop-up menu lets you choose an underline style (such as single or double).
- The Text Strikethrough pop-up menu lets you choose a strikethrough style (such as single or double).
- The Text Color pop-up menu lets you apply a color to text.
- The Document Color pop-up menu lets you apply a color behind a paragraph.
- The Text Shadow button applies a shadow to selected text.
- The Shadow Opacity, Shadow Blur, Shadow Offset, and Shadow Angle controls control the appearance of the shadow.

To change the look and size of text:

1. In the Font panel, select a font style in the Family column and then select the typeface in the Typeface column.

   If you don't see all the font families you know are installed on your computer, select All Fonts in the Collections column or type the name of the font you are looking for in the search field at the bottom of the Font panel.

   A preview of the selected font appears in the preview pane at the top of the Font panel. If you don't see a preview pane, choose Show Preview from the Action pop-up menu in the lower-left corner of the Font panel.
2. Adjust the font size using the size slider or other size controls.
3. Adjust the typography settings of the selected font by choosing Typography from the Action pop-up menu. In the Typography window, click the disclosure triangles to see and select the different typography effects that are available for the selected font. Different fonts have different typography effects available. See "Using Advanced Typography Features" on page 87 for more information.

To quickly locate fonts you frequently use:

- Organize the fonts you use often into font collections by clicking the Add (+) button to create a font collection, and then dragging a typeface into the new collection.

To make it easy to change fonts often:

- Leave the Font panel open. If it takes up too much space on your screen, you can shrink it by dragging its resize control (the bottom-right corner of the panel), so that only the font families and typefaces in your selected font collection are visible. To close it, choose Format > Font > Hide Fonts, or click the Fonts button again.

To modify underlining of selected text:

1. Click the Text Underline button in the Font panel (the first button on the left), and choose None, Single, or Double from the pop-up menu.
2. To change the underline color, choose Color from the Text Underline pop-up menu, and then select a color in the Colors window.

To modify strikethrough lines of selected text:

1. Click the Text Strikethrough button in the Font panel (the second button from the left), and choose None, Single, or Double from the pop-up menu.
2. To change the strikethrough color, choose Color from the Text Strikethrough pop-up menu, and then select a color in the Colors window.

To modify the color of selected text:

- Click the Text Color button menu in the Font panel (the third button from the left), and then select a color in the Colors window.

  Note: You can also modify text color in the Text Inspector, as described on page 91.

To modify the background color of a selected paragraph:

- Click the Document Color button in the Font panel (the fourth button from the left), and then select a color in the Colors window.

  Note: You can also modify paragraph background color in the Text Inspector, as described in "Setting Paragraph Fill Colors" on page 102.

To create shadows on selected text:

1. Click the Text Shadow button in the Font panel (the fifth button from the left).
2. Drag the shadow opacity slider (the first slider on the left) to the right to make the shadow darker.
3. Drag the shadow blur slider (the middle slider) to the right to make the shadow more diffuse.

4 Drag the shadow offset slider (the third slider) to the right to separate the shadow from the text.

5 Rotate the Shadow Angle wheel to set the direction of the shadow.

Note: You can also set text shadows in the Graphic Inspector, as described in "Adding Shadows" on page 153.

Adding Accents and Special Characters

If you need to type characters with accent marks (such as ü), mathematical symbols, arrows, or other special characters, you can use the International preferences pane or the Character Palette. You can also see where characters are located on keyboards used for other languages by using the Keyboard Viewer (for example, you can see how the keys on an Italian keyboard are laid out). All of these are built-in tools of Mac OS X.

To add accent marks to characters:

1 Choose Apple > System Preferences and click International.

2 Click Input Menu, then select the checkbox next to Keyboard Viewer.

3 Choose Show Keyboard Viewer from the Input menu on the right side of the menu bar (the one that looks like a flag or alphabetical symbol).

The Keyboard Viewer shows the characters for your keyboard. (If you've selected a different keyboard layout or input method in the Input menu, it shows the characters for the selected keyboard layout). For example, if U.S. is chosen in the Input menu, you see the characters that appear on a U.S. keyboard in the Keyboard Viewer.

4 To see the different accent marks that you can type highlighted in the Keyboard Viewer, press Option, or the Option and Shift keys.

The accent mark keys appear with white outlines. Depending on your keyboard, you may not need to press any of the modifier keys to see the accent keys.

5 Place the insertion point in your document where you want to type.

6 Press the modifier key you pressed in step 4 (Shift, Option, Option-Shift, or none) and press the key on your keyboard that is in the same place as the accent you see in the Keyboard Viewer. Then release the modifier key and press the key for the character you want to accent.

The accent key modifies the key you type next. For example, on a U.S. keyboard, to make the é appear, press Option and E (the accent key), then press E (the key on which you want that accent to appear).

To see keyboard layouts for other languages:

1. Choose Apple > System Preferences and click International.
2. Click Input Menu, then select the checkbox next to Keyboard Viewer.
3. To see the character layout on keyboards used in different countries, select the On checkbox next to the country's keyboard layout or input method.

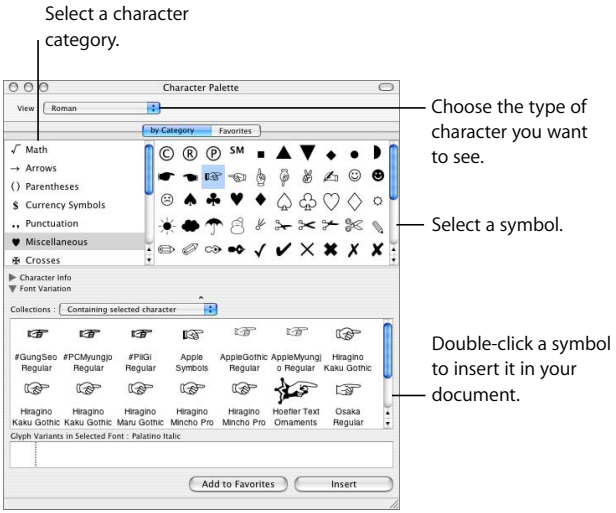
   Note: You must have fonts installed for the language you want to see in the Keyboard Viewer.
4. Choose Show Keyboard Viewer from the Input menu on the right side of the menu bar (the one that looks like a flag or alphabetical character).

   The Keyboard Viewer shows the characters for the keyboard layout or input method selected in the Input menu. For example, if U.S. is chosen in the Input menu, you see the characters that appear on a U.S. keyboard in the Keyboard Viewer.
5. To see the keyboard layout for a different country, choose its keyboard layout from the Input menu.

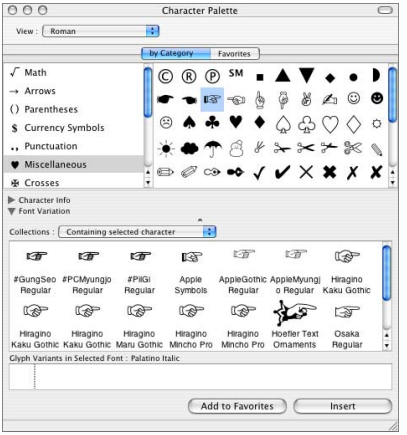
To type special characters and symbols:

1. Place the insertion point where you want the special character or symbol to appear.
2. Choose Edit > Special Characters to open the Character Palette (or choose Characters from the Action pop-up menu in the lower-left corner of the Font panel).
3. Choose the type of characters you want to see from the View pop-up menu at the top of the Character Palette. If you don't see the View menu, click the button in the upper-right corner of the window to show the top portion of the window. Click this button again to hide the top portion of the window.

In Mac OS X version 10.3, the Character Palette looks like this:



In Mac OS X version 10.4, the Character Palette looks like this:



4 Click an item in the list on the left to see the characters that are available in each category.

5 Double-click the character or symbol on the right that you want to insert into your document, or select the character and click Insert. If the character or symbol has variations, they appear at the bottom of the window; double-click one to insert it in your document.

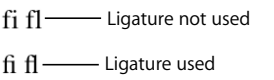
To use smart quotes so that opening and closing quotation marks aren't identical:

- Choose Pages > Preferences, click Auto-Correction, and select the checkbox labeled "Use smart quotes."

Using Advanced Typography Features

Some fonts, such as Zapfino and Hoefler, have advanced typography features, which let you create different effects. If you are using a font that has different typography effects available, you can change many of them in the Font submenu of the Format menu. For example, you may be able to adjust the following:

- **Tracking:** Place characters closer together or farther apart
- **Ligature:** Use or leave out stylish flourishes between letters or at the end or beginning of lines that combine two or more text characters into one glyph



- **Baseline:** Move text higher or lower than the text around it
- **Capitalization:** Convert all characters to capital or small capital letters

More advanced typography features are available in the Typography window.

To open the Typography window:

- In the Font panel, choose Typography from the Action pop-up menu (in the lower-left corner).

Using Automatic Text Substitution

Pages can be set to recognize and replace text you don't want with text you do want. For example, when you type "teh," Pages can automatically change it to "the."

To set up automatic text substitution:

1. Choose Pages > Preferences, and then click Auto-Correction.
2. Make settings as desired:
   - To automatically convert single and double quotation marks to smart quotes so that opening and closing quotation marks are not identical, select "Use smart quotes."
   - To make sure that the first word in a sentence begins with a capital letter, select "Fix capitalization."
   - To automatically convert the letters in 1st, 2nd, 3rd, and so on into superscripts, select "Superscript numerical suffixes."

- To set Pages to automatically detect that something you've typed is an email address or a URL, select "Automatically detect email and web addresses." Email and web addresses you type automatically become hyperlinks for Mail or Safari.
- To replace one or more characters with one or more different characters, select "Symbol and text substitution." Then use the rows in the table to define and activate specific substitutions. For example, when you type (c), you can have Pages automatically convert it to © by putting a checkmark in the On column.
- To add a row to the table, click the Add (+) button. To remove a row, click the Delete (–) button.

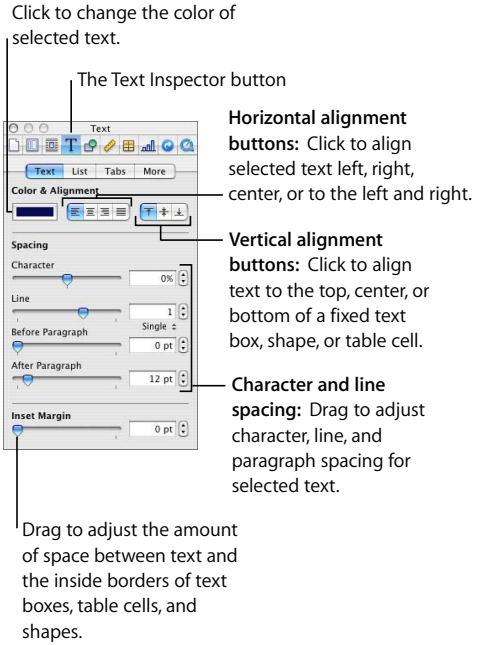
After you specify substitution settings, they'll apply to any text you change or add in any Pages documents.

Setting Text Alignment, Spacing, and Color

The primary tool for adjusting text attributes is the Text Inspector. You can make some horizontal alignment adjustments (such as centering text or aligning it on the left) by using the Format menu.

Using the Text Inspector

In the Text pane of the Text Inspector, you can change the text color and alignment. You can also adjust the spacing between individual text characters and lines.


Click to change the color of selected text.
The Text Inspector button
Horizontal alignment buttons: Click to align selected text left, right, center, or to the left and right.
Vertical alignment buttons: Click to align text to the top, center, or bottom of a fixed text box, shape, or table cell.
Character and line spacing: Drag to adjust character, line, and paragraph spacing for selected text.
Drag to adjust the amount of space between text and the inside borders of text boxes, table cells, and shapes.
Text
Text
List
Tabs
More
Color & Alignment
Spacing
Character
0%
Line
1
Single
Before Paragraph
0 pt
After Paragraph
12 pt
Inset Margin
0 pt

To open the Text pane of the Text Inspector:

1. Choose View > Show Inspector (or click Inspector in the toolbar).
2. Click the Text Inspector button, and then click Text.

To align text left, center, right, or justified:

1. Place the cursor in the paragraph you want to change, or select several paragraphs.
2. Click the horizontal alignment buttons at the top of the Text Inspector.

You can align text in a fixed text box to the left, right, center, or justified (aligned to both the right and left edges). Text in a fixed text box, table cell, or shape can also "grow" from the top, center, or bottom of the text area.

To align text to the top, center, or bottom of a text box, table cell, or shape:

1. Select the text box, table cell, or shape you want to change.
2. Click the vertical alignment buttons at the top of the Text Inspector.

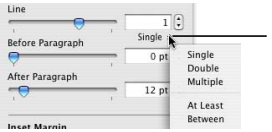
To adjust the spacing between lines of text in a paragraph:

1. Place the cursor in the paragraph you want to change, or select several paragraphs.
2. In the Text Inspector, drag the Line slider to adjust the line spacing.

   Dragging the slider to the left brings the selected lines closer together; dragging it to the right moves them farther apart. You can also choose Single, Double, or Multiple from the Line Spacing pop-up menu, located below the Line field. Choosing Multiple lets you set line spacing values between single and double, or greater than double.

To set precise point values for spacing between the lines of text in a paragraph:

1. Place the cursor in the paragraph you want to change, or select multiple paragraphs.
2. Type a point value in the Line field, or click the Up Arrow or Down Arrow next to the field.
3. In the Text Inspector, choose a standard line spacing (Single, Double, Multiple), or At Least or Between from the Line Spacing pop-up menu (below the Line field).



Click the text below the Line field and choose a line spacing option.

- **Standard line spacing:** The space between lines is proportional to font size. Use this when the relative distance between ascenders (parts of letters that extend to the top of the line) and descenders (parts of letters that extend below the line) should remain fixed.
- **At Least:** The distance from one line to the next will never be less than the value you set, but it may be larger for larger fonts in order to prevent overlapping text lines. Use this when the distance between lines should remain fixed, but overlap is not desired if the text gets large.
- **Between:** The value you set increases the space between the lines, instead of increasing the height of the lines. By contrast, double-spacing doubles the height of each line.

To adjust the amount of space before or after a paragraph:

1. Place the cursor in the paragraph you want to change, or select several paragraphs.
2. In the Text Inspector, drag the Before Paragraph or After Paragraph slider. You can also type a specific amount (5 pt, for example) in the text box.

   Note: Spacing before a paragraph does not appear if the paragraph is the first one following a layout break, or if it's the first paragraph in a text box, shape, or table cell. Spacing after a paragraph does not appear if it's the last paragraph before a layout break. To set spacing around text in boxes, shapes, and table cells, use the Inset Margin control, described in "Formatting a Text Box or Shape" on page 103.

To adjust the amount of space between characters:

1. Place the cursor in the word you want to change, or select a block of text.
2. In the Text Inspector, drag the Character slider.

   Dragging the slider to the left brings the letters closer together; dragging it to the right moves them farther apart.

To change text color:

1. Select the word or words you want to change.
2. In the Text Inspector, click the color well.
3. In the Colors window, select a color. To read about using the Colors window, see "Using Color and Image Fills" on page 145.

   Changes made to text color in the Text Inspector will override text color changes made in the Font panel, and vice versa. (To read about the Font panel, see "Using the Font Panel to Format Text" on page 80.)

Using the Format Menu to Align Text

To adjust horizontal text alignment in the main document body, you can use the Text submenu of the Format menu. If you want to adjust the spacing between individual characters or lines, or if you want to align text vertically within a text box, shape, or table cell, you must use the Text Inspector. The Text Inspector is also useful if you must frequently change text alignment and spacing, because you can keep it open on your screen as you work.

To align body text left, center, right, or justified:

- Choose Format > Text > [*Align Left, Center, Align Right, Justify*].

- **Align Left:** Begins each line of text against the left margin of a page or column, or the left edge of an object
- **Center:** Sets the center of each line of text at the center of a page, column, or object
- **Align Right:** Sets each line of text against the right margin of a page or column, or the right edge of an object
- **Justify:** Spaces characters in each line so that the lines reach both the left and right margins of a page or column, or edges of an object

If you want to indent the first line of text in a paragraph, or learn how to undo paragraph indenting, see "Setting Paragraph Indents" on page 95.

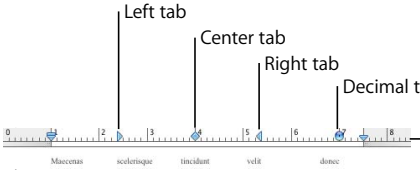
Setting Tab Stops to Align Text

If you want to add, delete, or change tab stops in the document body, or inside a fixed text box, table cell, or shape, you can do this by using the Tabs pane of the Text Inspector, or by manipulating the tab icons directly on the rulers. It may be quicker to format a few tab stops by using the rulers, but if you want to create many precisely placed tabs, the Text Inspector makes it easy. Both of these methods are described below.

Note: Don't use these instructions to set tab stops in an ordered list (outline). To learn how you can modify the indentation levels for lists, see "Creating Bulleted or Numbered Lists and Outlines" on page 96.

Setting Tab Stops Using the Rulers

Some text styles have default tabs already set. You can see the tab icons on the horizontal ruler when you click View in the toolbar and choose Show Rulers (or choose View > Show Rulers) and select some text on a page.



You can place tab stops where you want them in the document body or in text boxes.

To set a new tab stop:

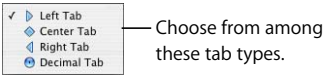
- Click the horizontal ruler where you want to set the tab stop.

To change the tabs:

1. Select the text you want to adjust.
2. On the horizontal ruler, drag the blue tab icons to change the location of the tab stops.

To change a tab to a different type:

- Control-click the tab icon and choose an option from the shortcut menu. Or double-click the tab icon in the ruler repeatedly until the type of tab you want appears.



Here is a description of what each tab type does:

- **Left Tab:** Aligns the left side of text with the tab stop
- **Center Tab:** Places the center of text at the tab stop
- **Right Tab:** Aligns the right side of text with the tab stop
- **Decimal Tab:** For numbers, aligns the decimal point with the tab stop (You can set a different text character to serve as the decimal tab character; see "Setting Tab Stops Using the Text Inspector" below.)

To delete a tab from the ruler:

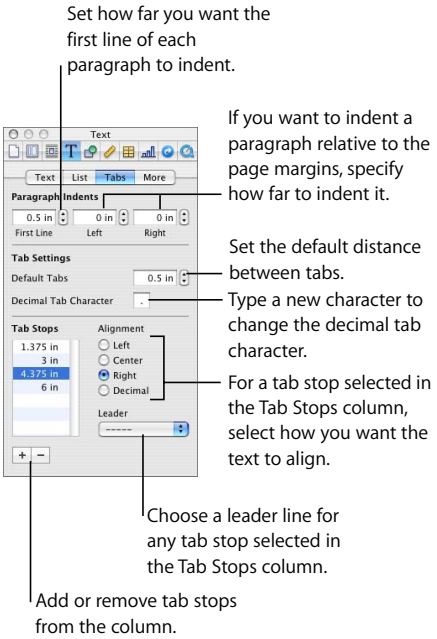
- Drag it off the ruler.

Setting Tab Stops Using the Text Inspector

Every document has built-in tab stops, usually spaced half an inch apart across the page. In the Tabs pane of the Text Inspector, you can change the default tab spacing or the decimal tab character for the entire document. You can also set additional tab stops in any paragraph, or add a leader line, so that when you press the Tab key, a dashed or dotted line extends across the tabbed distance. This is useful, for example, for inserting dashed lines between a chapter title and its page number in a table of contents.

To open the Tabs pane of the Text Inspector:

1. Choose View > Show Inspector (or click Inspector in the toolbar).
2. Click the Text Inspector button, and then click Tabs.



To change how far apart tabs are by default:

- In the Tabs pane of the Text Inspector, type a value in the Default Tabs field.

To create new tab stops:

1. Place the insertion point in the paragraph (or on the first line) where you want to set the tab stops.
2. Click the Add (+) button in the bottom-left corner of the Tabs pane of the Text Inspector. A tab stop setting appears in the Tab Stops column.
3. To change tab spacing, double-click the tab stop in the column and type a new value.
4. With the tab stop selected, select how you want text to align at the tab stop (Left, Center, Right, or Decimal Alignment).
5. If you want to add a dashed or dotted line to the tab, choose a line style (or choose None) from the Leader pop-up menu.

To use a different decimal tab character for the document:

- Type a new character in the Decimal Tab Character field.

To delete a tab stop:

- Select it in the Tab Stops column, and click the Delete (-) button.

Setting Paragraph Indents

Paragraphs can be formatted so that the first line is indented (or overhangs) as far as you want. You can do this in the Tabs pane of the Text Inspector.

To set the first line indent (or overhang) for a paragraph:

1. Select the paragraph or paragraphs you want to change.
2. In the Tabs pane of the Text Inspector, type values in the First Line and Left fields under Paragraph Indents. If you want the first line to be indented relative to the second line of text, the First Line value should be higher than the value in the Left field. If you want the first line to overhang the left side of the paragraph margin, the value in the First Line field should be lower than the value in the Left field.

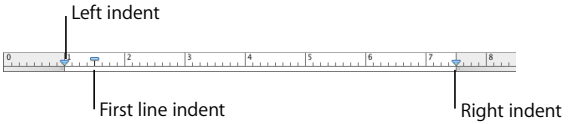
   You can set off a paragraph by assigning it different indents than the rest of the document. This is useful, for example, when including a long quote in your text. You can do this by setting paragraph indents in the Tabs pane of the Text Inspector, or by dragging the margin icons in the document ruler.

To set paragraph indents using the Tabs pane of the Text Inspector:

1. Select the paragraph or paragraphs you want to change.
2. Enter a value in the Left field under Paragraph Indents.
3. Enter a value in the Right field under Paragraph Indents.

To change paragraph indents using the rulers:

1. Click View in the toolbar and choose Show Rulers (or choose View > Show Rulers).
2. To change the right indent, drag the right indent icon (downward blue triangle on the right side of the horizontal ruler) to the position where you want the right edge of the paragraph to end.



3. To change the left indent, drag the left indent icon (downward blue triangle on the left side of the ruler) to where you want the left edge of the paragraph to begin.

   To change the left margin independently from the left indent, hold down the Option key as you drag.
4. To change the first line indent, drag the first line indent (blue rectangle) to where you want the first line to start.
   - If you want the first line to remain flush with the left margin, make sure the rectangle aligns with the left indent icon.
   - If you want to create a hanging indent, drag the rectangle to the left of the left indent icon.

Creating Bulleted or Numbered Lists and Outlines

Pages provides pre-formatted bullet and numbering styles for creating simple or ordered lists (outlines).

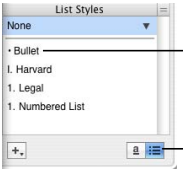
Creating Bulleted or Numbered Lists

Bulleted and numbered lists are simple lists without nested hierarchies of information like you would see in an outline.

To create a bulleted or numbered list:

1. Place the cursor in the first line where you want to begin typing list text.
2. Click List in the toolbar, and then choose the list style that you want to use.

   You can also choose a list style in the Styles drawer. Click View in the toolbar and choose Show Styles Drawer (or choose View > Show Styles Drawer), and then select the list style you want. (If you don't see list styles in the Styles drawer, click the button in the lower-right corner of the drawer to make them appear.)


List Styles
None
• Bullet
I. Harvard
1. Legal
1. Numbered List
Select a list style to apply it to selected text.
Click to make list styles appear in the Styles drawer.

   Each template may have different list styles. Most templates provide at least the following list styles for simple bulleted or numbered lists:

   - **Bullet:** Provides basic, round bullets
   - **Numbered List:** Uses Arabic numerals

3. Type your text, pressing Return wherever you want to begin a new bulleted (or numbered) line.
4. To include subtext under a bulleted or numbered point, press Shift-Return (called a *line break*) to start the next line without bulleting or numbering it. Press Return again at the end of the line to return to a new bulleted or numbered line.
5. When you are finished typing your list, click List in the toolbar and choose None, or click None in the Styles drawer.

   You can create your own list styles using other text or image bullets provided by Pages, or using your own image as a bullet. Numbered lists can also have varied numbering styles, or use letters instead. To learn about modifying or creating your own list style, see "Modifying and Creating New List Styles" on page 117.

Creating Ordered Lists (Outlines)

Some list styles are formatted to create ordered lists (or outlines). For example, the Harvard list style provides different numbering styles for each indent level in your list, allowing you to create a hierarchy of information.

To create ordered lists (outlines), use the Harvard or Legal list styles.

To create an outline:

1. Place the cursor in the first line where you want to begin typing list text.
2. Click List in the toolbar, and then choose Harvard or Legal. You can also click View in the toolbar and choose Show Styles Drawer (or choose View > Show Styles Drawer) and select a style. (If you don't see list styles in the Styles drawer, click the button in the bottom-right corner of the Styles drawer. For more information, see "Modifying and Creating New List Styles" on page 117.)
3. To indent text to the next list indentation level, click the right Indent Level arrow button in the List pane of the Text Inspector (or choose Format > Text > Increase List Indent Level).
4. To return to the previous list indent level, click the left Indent Level arrow in the List pane of the Text Inspector (or choose Format > Text > Decrease List Indent Level).

   Note: To quickly indent selected text to a higher or lower indent level, you can use keyboard shortcuts:

   - **Command-right bracket (]):** Increases the indent level of selected text
   - **Command-left bracket ([):** Decreases the indent level of selected text

   You can also add the following buttons to the Pages toolbar (see "The Toolbar" on page 30):

   - **Increase:** Increases the indent level of selected text
   - **Decrease:** Decreases the indent level of selected text

   You can also click and hold a number, and then drag to the right, to the left, down and to the right, or down and to the left.
5. To include subtext under an outline point, press Shift-Return to start the next line without numbering it. Press Return again at the end of the line to start a new numbered line.

Note: If you type regular body text paragraphs between outline points, or add or delete text between outline points, and the numbering gets lost, select the text with incorrect numbering, and then select "Continue from previous" in the Tabs pane of the Text Inspector to make the numbering flow continuously. If you need discontinuous numbering, select "Start at" and type the number where you want the numbering to begin, and then press Return. For more information, see "Modifying and Creating New List Styles" on page 117.

6 To return to regular paragraph text at the end of your list, click List in the toolbar and choose None, or select None in the Styles drawer. If the text insertion point is indented, press Command-left bracket ([) to return to indent level 1, where you can begin typing the regular paragraph text.

Creating Callouts, Sidebars, and Highlighted Text

Callouts and sidebars are used to make text stand out from the main body of text in a document. Pages offers at least three simple ways to create highlighted text:

- Adding text to text boxes
- Adding a background (or *fill color*) to paragraphs
- Typing text in shapes

You can also use table cells to hold callouts. To read about working with tables, see Chapter 8, "Creating Tables."

Adding Text Boxes

You can add text boxes to create rectangular blocks of text anywhere on your page. You can format text inside a text box as you would any other text—changing colors, adding shadows, applying styles, and so on.

Text boxes are created as "fixed" text boxes, which means they are anchored to a position on the page. Body text on the page will flow around them.

To add a fixed text box:

1 Click anywhere outside the text areas of your document so that the insertion point is not visible.

2 Click Objects in the toolbar, and then choose Text (or choose Insert > Text). A text box appears on the page.

3 Press Command-Return to select the text box, and then drag it to position it where you want on the page.

4 Click inside the text box to place the insertion point and type to enter text. The text box does not grow automatically if you enter too much text.

5 Drag the selection handles to resize the text box and reveal any hidden text. (Or you can create linked text boxes so that the overflow text flows continuously into another text box. To read about linked text boxes, see "Linking Text Boxes," next.)

Note: To lock the text box to the page so it doesn't accidentally get moved as you work, choose Arrange > Lock.

When you click away from a text box, it's still there, even though you can't see it. You can click where it was added to view it, or click View in the toolbar and choose Show Layout.

To learn about changing the spacing between the text and the inside of the text box and about changing the look of a text box, see "Formatting a Text Box or Shape" on page 103.

To create a text box with text copied from your document:

1 Select the text you want, and then choose Edit > Copy.

2 Click anywhere outside the text areas of the document, and then choose Edit > Paste. A text box is created, which you can format the way you want.

Linking Text Boxes

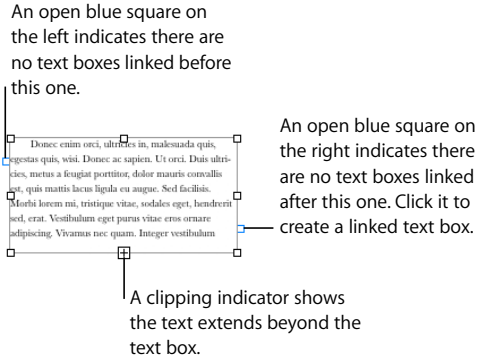
If the text you type doesn't fit in a fixed text box, you can create a linked text box so that the text flows from one text box to another. Whenever you edit or format the text in the first text box, the linked text box is also affected. Linked text boxes can be positioned separate from each other in the document.

To make a linked text box:

1 Create a fixed text box as described above (see "To add a fixed text box:" on page 99).

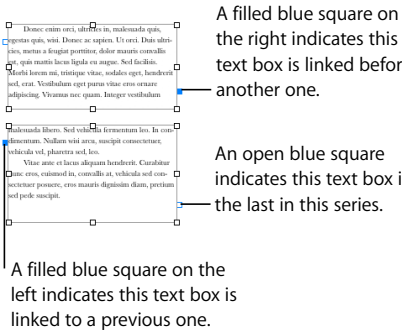
2 Position and resize the text box as you want, and then type text in it.

When the text box is too full, press Command-Return to select it. A clipping indicator appears at the bottom of the text box, indicating that the text extends beyond the bottom of the box.


An open blue square on the left indicates there are no text boxes linked before this one.
An open blue square on the right indicates there are no text boxes linked after this one. Click it to create a linked text box.
A clipping indicator shows the text extends beyond the text box.

3 Click the blue square on the right side of the box to create a linked text box.

The new text box has a solid blue square on its left side. This indicates that this text box is linked to a previous one.


A filled blue square on the right indicates this text box is linked before another one.
An open blue square indicates this text box is the last in this series.
A filled blue square on the left indicates this text box is linked to a previous one.

4 Drag the text boxes to reposition them. The flow of the text inside the boxes always follows the order in which the boxes were created, regardless of where you position them in the document.

To move linked text boxes:

1 Select all of them, then choose Edit > Copy.

2 Select the destination point and choose Edit > Paste.

Note: If you copy and paste a single linked box, you will create a single unlinked text box, identical to the one you copied.

To select only the text in all the linked text boxes:

- Select text in the first box, and then press Command-A.

Setting Paragraph Fill Colors

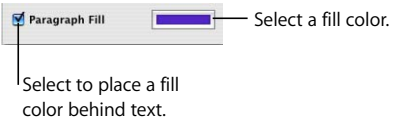
For some designs, it may be easier to highlight text by placing a paragraph fill color behind the text. When you place a paragraph fill color behind text, the color extends between the layout margins and moves with the text.

To place a paragraph fill color behind text:

1 Select the paragraph or paragraphs to which you want to add the fill color.

2 Click Inspector in the toolbar (or choose View > Show Inspector), click the Text Inspector button, and then click More.

3 In the More pane of the Text Inspector, select the Paragraph Fill checkbox to place a fill color behind the text.



4 Click the Fill color well and select a color in the Colors window (for information about the Colors window, see "Using Color and Image Fills" on page 145).

Putting Text Inside a Shape

If you want to create callouts or sidebars that are not rectangular, you can place text inside a shape. All shapes, except lines, can contain text.

To add text to a shape:

1 Place a shape where you want it on the page. (To learn about adding shapes, see "Adding Shapes, Tables, and Charts" on page 125.)

2 Double-click the shape and type the text you want. If the text extends beyond the border of the shape, a clipping indicator appears.

The clipping indicator shows the text extends beyond the borders of a shape.

3 To resize the shape, select it and drag the selection handles. (If the insertion point is inside the shape, press Command-Return to get out of text editing mode and select the shape.)

You can format the text within a shape, but you cannot link shapes.

You can rotate a shape while keeping its text horizontal. Instructions are on page 134.

To add text to a shape that's part of a group:

- Double-click in the text area of any shape in the group. If you resize the group, everything resizes except for the text. Of course, you can still select text and change its font size.

See "Grouping and Locking Fixed Objects" on page 135 for details about grouping objects.

Formatting a Text Box or Shape

Use the Graphic Inspector to format borders, shadows, and opacity for text boxes or shapes. For more information about setting object properties, see Chapter 7, "Changing Object Properties."

Use the Wrap Inspector to set how you want the text on the page to wrap around a text box or shape. For more information about setting text wrapping around an object, see "Wrapping Text Around an Object" on page 136.

You can create columns in a text box or rectangle by selecting the text box or rectangle and choosing the number of columns you want, just as you would add columns to the document body. For more information about creating and formatting columns, see "Creating Columns" on page 62. You can also place shapes, images, and charts inside text boxes and shapes, and you can add tables inside text boxes. Objects added inside text boxes and shapes can only be added as inline objects. To read about adding inline objects, see "Working With Graphics" on page 123.

You can change the amount of space between text and the inside border of the text box, shape, or table cell. This measurement is called the *inset margin*. The amount of space you specify is applied equally around the text on all sides.

To set the spacing between text and the inside of a text box, shape, or table cell:

1. Select the text box, shape, or table cell. (If the insertion point is inside the object, Command-Return to get out of text editing mode and select the object.)
2. Click Inspector in the toolbar (or choose View > Show Inspector), click the Text Inspector button, and then click Text.
3. In the Text pane of the Text Inspector, drag the Inset Margin slider to the right to increase the space between text and the inside border of the object, or type a number in the Inset Margin box and press Return. You can also click the arrows to increase and decrease space.

Specify how much space there is around text inside a text box, shape, or table cell.

Working With Styles

5

This chapter explains how to apply paragraph, character, and list styles to quickly and consistently change the appearance of text. It also describes how to modify existing styles, or create your own.

As you write and format your document, you may want to create different looks for different types of text and paragraphs and use them consistently throughout your document. For example, you may want to have all top-level headings use the same font, color, and line spacing, or you may want all callout text or photo captions to have the same look. Applying consistent styles is also important if you're creating a table of contents (to learn more about creating a table of contents, see "Using a Table of Contents" on page 76).

The simplest way to make sure that text is consistently formatted is to apply styles. Templates include a variety of styles that are suited to the type of document you are working in. The style names, such as "Heading," "Body," or "Caption," suggest where the style should be used. If you are using a template, you can apply the preset styles where you need them.

When you import a document from Microsoft Word, any styles it contains are imported into the Pages document and can then be used like any other styles created within Pages.

About Paragraph, Character, and List Styles

Pages provides three different kinds of preformatted styles that you can apply to text for different purposes.

- **Paragraph styles:** These styles can be applied *only* to entire paragraphs (chunks of text that end with a carriage return), not to individual words within paragraphs. These include styles for headings, body text, callouts, captions, headers, and footers. Paragraph styles can include specifications for font, size, text color, character and line spacing, text shadow, background color, indentation and margins, tab settings, and more. If you want to create a table of contents for your document, you need to use paragraph styles when creating headings in your document. Most documents will use a greater variety of paragraph styles than character or list styles.
- **Character styles:** You can apply a character style to any group of characters, including individual words or groups of words, or letters within a paragraph. Common examples of character styles are different colors or font sizes used to emphasize individual words or phrases. Character styles can be applied to text within a paragraph without changing its paragraph style.
- **List styles:** When you want to create simple lists or an outline, you can apply list styles to your text. List styles automatically format your text with bullets or numbering, depending on which kind of list style you choose. You can also indent paragraphs as a block by changing their *list indent level* (see "Creating Bulleted or Numbered Lists and Outlines" on page 96). Some list styles are very basic, for simple lists; others, such as Harvard and Legal, allow you to create outlines.

All three of these style types can be seen in the Styles drawer. For more information about the Styles drawer, see "The Styles Drawer" on page 27.

Applying Styles

The easiest way to apply paragraph, list, and character styles is to use the Styles drawer.

You can also use buttons in the toolbar:

- To apply list styles, click the List button.
- You can add the Character button to the toolbar so that you can add or change character styles from the toolbar. To learn about customizing the toolbar, see "The Toolbar" on page 30.

To apply a style to a paragraph:

- Select the paragraph or paragraphs you want to change, or select an entire text box or shape that contains text. Then do one of the following:
  - Click the Style button in the toolbar and choose the style you want to apply.
  - Click Style in the toolbar and choose Show Styles Drawer (or choose View > Show Styles Drawer) to open the Styles drawer. In the Styles drawer, select the style you want to apply.

In the Styles drawer, select the style you want to apply.

To apply a character style:

1. Select the word or words you want to change.
2. Click Style in the toolbar and choose Show Styles Drawer (or choose View > Show Styles Drawer) to open the Styles drawer.
3. In the Styles drawer, select the character style you want to apply. If you don't see character styles, click the button in the bottom-right corner.

To apply a list style:

1. Place the cursor wherever you want to begin typing your list, and then do one of the following:
   - Click the List button in the toolbar and choose the style you want to apply.
   - Click Style in the toolbar and choose Show Styles Drawer (or choose View > Show Styles Drawer) to open the Styles drawer. In the Styles drawer, select the list style you want to apply. If you don't see the list styles, click the button in the bottom-right corner.
2. Type your list, pressing Return to begin each new bulleted or numbered point.

Importing Styles From Another Pages Document

You can import styles that have already been defined in another Pages document without importing the document's content.

To import styles:

1. Choose Format > Import Styles.
2. Select the document that contains the styles you want to import, and click Open.
3. Select the styles you want to import in the dialog. Hold down the Command key as you click the style names to select multiple styles, or click Select All.

4 To replace styles in your document that have the same name as the styles you are importing, select the "Replace duplicates" checkbox. Note that replacing a style will affect any text that uses this style, even text within locked objects.

If an imported style has the same name as a style in the open document and you do not select the "Replace duplicates" checkbox, a number is appended to the name of the imported style. For example, if you copy a style called "Body" to a document that already contains a "Body" style, the imported style will be named "Body 2."

5 Click OK.

Imported styles will be available in the Style pop-up menu in the toolbar and in the Styles drawer of your document.

Understanding Style Overrides

When you make changes to individual text attributes—for example, using the Font command in the Format menu to apply italics to a paragraph of text formatted with Body style—without selecting a new style, you have created a style *override*. That is, the text remains formatted in its original style (Body), but you have applied changes (italics) on top of the default style attributes. When you select text to which you have applied style overrides, the arrow next to the style name in the Styles drawer is red. (The arrow next to a paragraph style name also appears red if you have selected text with a character or list style applied.)

When the arrow next to a style name is red, it means that you have applied changes to this style in the selected text.

Overrides can occur when you change the font, typeface, size, or color of text, or apply the text formatting options in the Text submenu of the Format menu, in the Font panel, or in the Text Inspector.

If you apply style overrides to some text and then change your mind, you can easily return the text to the default attributes of the paragraph style.

To remove style overrides:

1. Click Style in the toolbar and choose Show Styles Drawer (or choose View > Show Styles Drawer) to open the Styles drawer.
2. Select the text you want to change.
3. In the Styles drawer, click the arrow to the right of the selected style and choose Revert to Original Style (or double-click the style name). The selected text takes on the default attributes of the selected style.

Finding and Replacing Styles

If you want to change the look of your document by changing all instances of a style to a different one, you can find and replace the style throughout the document without searching for specific text.

To find and replace a style:

1. Click Style in the toolbar and choose Show Styles Drawer (or choose View > Show Styles Drawer) to open the Styles drawer.
2. In the Styles drawer, rest the pointer over the name of the style that you want to replace and click the arrow to the right of its name.
3. Choose Select All Uses of [*style name*]. All instances of the style are selected throughout the document.
4. Select the name of the style to which you want to change the selected text.

You can also copy the paragraph or character style of selected text and apply it to different text in the same document by pasting it.

To copy and paste a paragraph or character style:

1. Place the insertion point in a paragraph or word whose style you want to copy, and then choose Format > Copy Paragraph Style or Copy Character Style.
2. Place the insertion point in a paragraph or word you want to modify, and then choose Format > Paste Paragraph Style or Paste Character Style.

   The text takes on the new style, but its content is not altered.

If you frequently copy and paste styles, you can add the Copy Style and Paste Style buttons to the toolbar. To learn about customizing the toolbar, see "The Toolbar" on page 30.

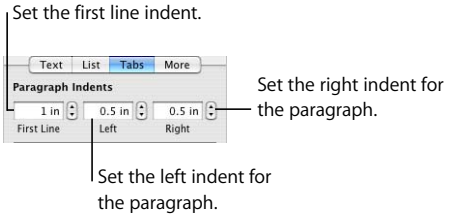
Modifying and Creating New Paragraph Styles

A paragraph is any block of text followed by a Return character. For these blocks of text—including headings, body text, footers, callout text, and so on—you can define the appearance, tab spacing, margins, background color, page breaks, and more.

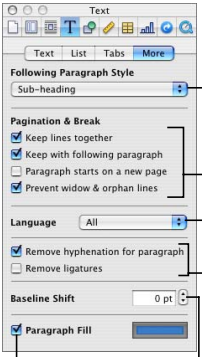
If you don't find a paragraph style with exactly the look you want in the Pages templates, you can modify an existing style, or create a new style.

To modify a paragraph style:

1. Click Style in the toolbar and choose Show Styles Drawer (or choose View > Show Styles Drawer) to open the Styles drawer. Select the paragraph style that most closely matches the style you want to design, or select Free Form.
2. Type some text and format it to look the way you want. (For information about formatting the look of text, see "Formatting Text Size and Appearance" on page 79.)
3. Set the text alignment, character and line spacing, and the spacing before and after the paragraph in the Text pane of the Text Inspector. (For more information, see "Setting Text Alignment, Spacing, and Color" on page 88.)
4. If the paragraph style requires special tab stops, set them in the Tabs pane of the Text Inspector. (For more information, see "Setting Tab Stops to Align Text" on page 92.)
5. If you want the paragraph style to be indented relative to the page margins, set the paragraph indents in the Tabs pane of the Text Inspector.



6. Click More in the Text Inspector to select more formatting options, as described below:



Choose a paragraph style to follow the current one when you press Return.

Select options to determine how the paragraph breaks across pages.

Choose a language for the spelling dictionary to use.

Remove automatic hyphenation or ligatures, if they are selected for the document.

Set the text above or below the surrounding text.

Add a background color to the paragraph.

- **Following Paragraph Style:** If you want a particular paragraph style to always follow the current style when you press the Return key, choose the style from the pop-up menu. For example, you might create a photo caption style that should always be followed by a byline style.
- **Pagination & Break:** Select how the paragraph can break across pages. You can specify that lines of this paragraph should always stay together on the same page, should stay with the following paragraph, or can only appear at the top of a page. The last two of these are particularly useful for heading styles. Select the checkbox labeled "Prevent widow & orphan lines" to prevent leaving individual lines on the following or previous pages.
- **Language:** Choose a language from the pop-up menu to specify the language used to spell-check this paragraph. If your document will include quotes or sections in another language, you can specify a language for the spelling dictionary used in those paragraphs. The spelling dictionary determines how words are spelled and hyphenated.

- **Remove hyphenation for paragraph:** Select the checkbox if you want to turn off automatic hyphenation for this paragraph style in a document that has automatic hyphenation turned on. (To turn it on for the document, use the Document Inspector. See page 59.)
- **Remove ligatures:** A *ligature* is a stylish flourish between letters or at the end or beginning of lines. Ligatures are used by some fonts to combine two or more text characters into one glyph. Select the checkbox if you don't want to use ligatures in a selected paragraph that has ligatures turned on. (To turn it on for the document, use the Document Inspector. See page 59. If any text is selected when you remove ligatures, it will be applied to the selected text as a style override, unless you complete step 7, below.)
- **Baseline Shift:** A negative number places the text lower than the surrounding text. A positive number places the text higher than the surrounding text. Enter a number in the field. (If any text is selected when you set the baseline shift, it will be applied to the selected text as a style override, unless you complete step 7, below.)
- **Paragraph Fill:** Select the checkbox and click the color well to make a color background appear behind the paragraph. For example, you can create a heading style that presents white text against a dark background. The color extends from the left paragraph margin to the right.

7 In the Styles drawer, click the arrow to the right of the paragraph style name, and choose one of the following:

- **Redefine Style From Selection:** Redefines the existing paragraph style for the whole document.

  If you choose this, your formatting changes will apply to all other instances of this style throughout the document. (But any character styles that have been applied will not be affected.)
- **Create New Paragraph Style From Selection:** This doesn't alter the existing style, but creates a new style based on the formatting choices you've made in the previous steps.

  If you select this, type a name for the new style, and then click OK.

To create a new paragraph style from scratch:

1. Select a paragraph of text.
2. Click Style in the toolbar and choose Show Styles Drawer (or choose View > Show Styles Drawer) to open the Styles drawer. In the Styles drawer, select Free Form at the top of the Paragraph Styles list.
3. Format the selected paragraph text so that it looks the way you want. (To learn about formatting text, see Chapter 4, "Formatting Text and Paragraphs.")
4. Press and hold the Add (+) button at the bottom of the Styles drawer and choose Create New Paragraph Style From Selection.

Press and hold to create a style.

5. Type a name for the new style in the dialog that appears.
6. If you don't want to apply the new style to the selected text, deselect the checkbox labeled "Apply this new style on creation."
7. Click OK.

Styles you modify or create are available only in the document you're working in. However, they can be imported into other documents or templates. To learn how, see "Importing Styles From Another Pages Document" on page 108

Modifying and Creating New Character Styles

Character styles are formatting attributes that are applied to a set of text characters (such as a word or a group of words or letters) without changing the style of the entire paragraph. Character styles define the look of the text, including font, size, color, character spacing, ligature usage, baseline shift, and language. If you can't find a character style that meets your needs, you can modify one of the existing character styles or create a new one.

To modify a character style:

1. Click Style in the toolbar and choose Show Styles Drawer (or choose View > Show Styles Drawer) to open the Styles drawer, and select the character style that most closely matches the style you want to design, or select None.

If character styles are not visible in the Styles drawer, click the button with the underlined character in the bottom-right corner of the drawer.

2 Type some text and then apply some attributes:

- Select a font typeface and size. For more information, see "Using the Font Panel to Format Text" on page 80.
- Set the text color. For information about changing the color of text, see page 91.
- Set the character spacing. For more information about setting character spacing, see "Setting Text Alignment, Spacing, and Color" on page 88.
- Set the baseline shift, ligature, and language in the More pane of the Text Inspector. For more information, see "Modifying and Creating New Paragraph Styles" on page 111.

3 In the Styles drawer, click the arrow to the right of the character style name, and choose one of the following:

- **Redefine Style From Selection:** Redefines the existing character style for the whole document.

  If you choose this, your formatting changes will apply to all other instances of this style throughout the document.

- **Create New Character Style From Selection:** This doesn't alter the existing style, but creates a new style based on the formatting choices in the previous steps.

  If you select this, you can choose which attributes you want to include as part of the new character style. Click the disclosure triangle below the Name field in the "New character style" dialog, and then select the attributes you want. Type a name for the new style, and then click OK.

To create a new character style from scratch:

1. Select some text.
2. Format the selected text so that it looks the way you want. You can set the font, text size, text color, typeface (such as italic or bold), character spacing, and baseline shift. (To learn about formatting text, see Chapter 4, "Formatting Text and Paragraphs.")
3. Press and hold the Add (+) button at the bottom of the Styles drawer and choose Create New Character Style From Selection from the pop-up menu.
4. Type a name for the new style.
5. If you want to include only some of the attributes you set in the new character style, click the disclosure triangle below the Name field, and select the attributes you want.
6. If you don't want to apply the new style to the selected text, deselect the checkbox labeled "Apply this new style on creation."
7. Click OK.

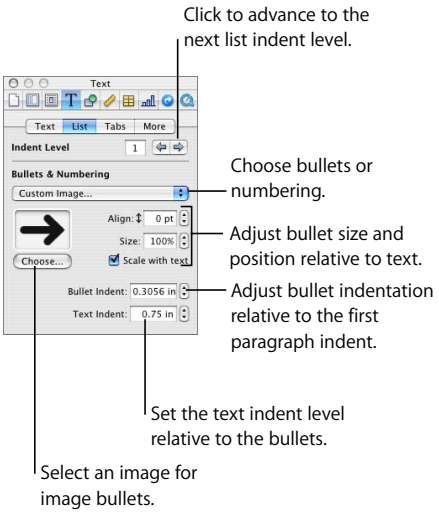
Modifying and Creating New List Styles

List styles are used to create bulleted and numbered lists. You can also create ordered lists (outlines) by using a tiered numbered list style, such as Harvard or Legal. If you can't find a list style that meets your needs, you can modify one of the existing list styles, or create a new one.

Use the List pane of the Text Inspector to modify or create new list styles. The Inspector allows you to choose different bullets or numbering styles (for example, Arabic numerals versus Roman numerals). For bullets, you can choose from a variety of text symbols or images supplied by Pages, or you can use an image of your own, or have no visible bullet at all.

To open the List pane of the Text Inspector:

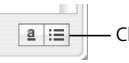
1. Click the Inspector button in the toolbar (or choose View > Show Inspector).
2. Click the Text Inspector button, and then click List.



To modify a bulleted or numbered list style:

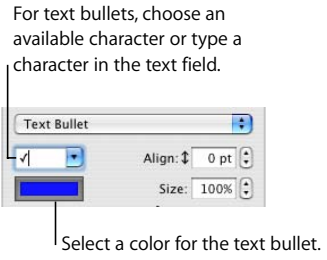
1 Click Style in the toolbar and choose Show Styles Drawer (or choose View > Show Styles Drawer) to open the Styles drawer, and select the bulleted or numbered list style that best matches the one you want to design. (Make sure the insertion point is visible on the page so that you can select a list style.)

If the list styles are not visible in the Styles drawer, click the button with the bulleted list at the bottom of the drawer.

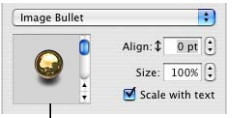


2 Choose one of the following bullet or numbering styles from the Bullets & Numbering pop-up menu in the List pane of the Text Inspector:

- **No Bullet:** Choose this if you don't want visible bullets, but you want to be able to specify the amount of indentation for levels in an ordered list.
- **Text Bullet:** Choose this to use a text character as the bullet. You can select one from the list or type your own characters in the text field. Some fonts provide symbols that can be used as interesting bullets. To use them, open the Character Palette (choose Format > Font > Show Fonts, then choose Characters from the Action pop-up menu). Select the bullet symbol in the Text Inspector, and then double-click the symbol of your choice in the Character Palette. Then press the Return key.

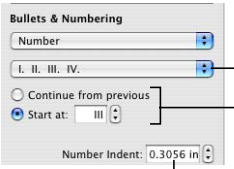

For text bullets, choose an available character or type a character in the text field.
Text Bullet
Align:
0 pt
Size:
100%
Select a color for the text bullet.

- **Image Bullet:** Choose this to use one of the available image bullets provided by Pages, and then select one in the list.



For image bullets, select one from the list.

- **Custom Image:** Choose this to use your own image as a bullet. Use the Open dialog to locate and select the image file you want to use. (To change the image, click Choose or drag a new image into the well.)
- **Number:** Choose this to create a numbered list. You must also choose a numbering style. You can choose Arabic or Roman numerals, or letters.



For numbered lists, choose a numbering style.

Restart numbering, or continue with previous numbering.

Adjust number indentation relative to page margin.

- **Tiered Numbers:** To read about Tiered Numbers, see "To modify a tiered list style for ordered lists:" on page 120.

3 Format the bullets.

- To increase or reduce the size of a bullet, type a number in the Size field. Selecting the "Scale with text" checkbox maintains the image-to-text size ratio of the bullets even if you later change the font size.
- To position the bullet symbol higher or lower relative to the text, type a number in the Align box (or click the arrows).

- To set how far the bullets are indented from the margin, type a number in the Bullet Indent field. A higher number indents the list further to the right.
- To set how far text is indented from the bullet, type a number in the Text Indent field. A higher number indents the text further to the right.

4 Click Style in the toolbar and choose Show Styles Drawer (or choose View > Show Styles Drawer) to open the Styles drawer.

Notice that one of the list styles is highlighted. This is the style that has been applied to the selected text. (If the list styles are not visible, click the button in the bottom of the Styles drawer.) The triangle to the right of the style name is red, indicating that you have applied overrides to the style by modifying it.

5 Click the red arrow to the right of the selected style in the Styles drawer and choose one of the following:

- **Redefine Style From Selection:** Redefines the existing list style for the entire document.

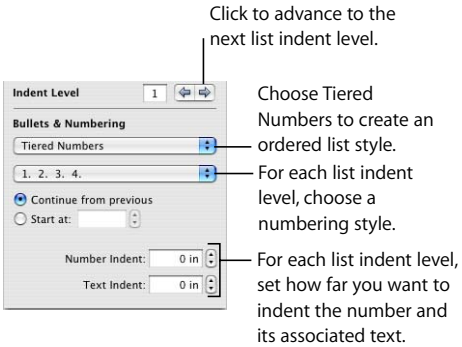
  If you choose this, your formatting changes will apply to all other instances of this style throughout the document.
- **Create New List Style From Selection:** This doesn't alter the existing style, but creates a new style based on your formatting choices.

  If you select this, type a name for the new style, and then click OK.

To modify a tiered list style for ordered lists:

1 Click Style in the toolbar and choose Show Styles Drawer (or choose View > Show Styles Drawer) to open the Styles drawer, and select the ordered list (outline) style that best matches the one you want to design. (Make sure the insertion point is visible on the page so that you can select a list style.)

2 Choose Tiered Numbers from the Bullets & Numbering pop-up menu in the List pane of the Text Inspector.


Click to advance to the next list indent level.
Indent Level
1
Bullets & Numbering
Tiered Numbers
1. 2. 3. 4.
Continue from previous
Start at:
Number Indent:
0 in
Text Indent:
0 in
Choose Tiered Numbers to create an ordered list style.
For each list indent level, choose a numbering style.
For each list indent level, set how far you want to indent the number and its associated text.

3 Choose the numbering or lettering style that you want from the second pop-up menu.

4 Click the right indent level arrow to advance to the second list indent level.

5 Choose the numbering or lettering style that you want for the second list indent level.

6 Repeat steps 4 and 5 until you have set numbering or lettering styles for up to nine list indent levels.

7 Click Style in the toolbar and choose Show Styles Drawer (or choose View > Show Styles Drawer) to open the Styles drawer.

Notice that one of the list styles is highlighted. This is the style that has been applied to the selected text. (If the list styles are not visible, click the button in the bottom-right of the Styles drawer.) The arrow to the right of the style name is red, indicating that you have applied overrides to the style by modifying it.

8 Click the red arrow to the right of the list style name, and choose one of the following:

- **Redefine Style From Selection:** Redefines the existing list style for the entire document.

  If you choose this, your formatting changes will apply to all other instances of this style throughout the document.

- **Create New List Style From Selection:** This doesn't alter the existing style, but creates a new style based on your formatting choices in the previous steps.

  If you choose this, type a name for the new style, and then click OK.

To create a new list style from scratch:

1. Select some text.
2. Click Inspector in the toolbar (or choose View > Show Inspector), click Text to open the Text Inspector, and then click List to open the List pane.
3. Format the selected list text so that it looks the way you want. You can select a symbol or image to use as a bullet, and a numbering style. Also, you can set the amount of indentation for each list indent level, as described above.

   To use different bullet or numbering styles for different list indent levels, see the steps for modifying an ordered list style, above.
4. Click the Add (+) button at the bottom-left of the Styles drawer and choose Create New List Style From Selection from the pop-up menu.
5. Type a name for the new style.
6. If you don't want to apply the new style to the selected text, deselect the checkbox labeled "Apply new style on creation."
7. Click OK.

Working With Graphics and Other Media

6

This chapter describes basic techniques for adding and modifying various media in your documents.

There are several types of graphics and other media you can include in Pages documents, including images (like photographs or PDF files), shapes, tables, and charts. For documents that will be viewed onscreen, you can also add movies and sound.

Working With Graphics

Pages accepts all QuickTime-supported formats, including the following graphics file types:

- TIFF
- GIF
- JPEG
- PDF
- PSD
- EPS
- PICT

In addition, Pages provides the tools to add basic shapes to your documents, such as triangles, rectangles, and arrows, as well as versatile tables and charts. Pages also includes a tool you can use to create your own shapes. For more information about placing simple shapes, tables, and charts, see “Adding Shapes, Tables, and Charts” on page 125.

Fixed Objects Versus Inline Objects

You can place objects in a Pages document so that they're inline or fixed.

About Inline and Fixed Objects

Inline objects are embedded in the text flow. If you type more text above them, they are pushed along as the text grows. The selection handles on the top of inline objects are inactive. You cannot drag these handles to resize the object; you can only resize it by dragging the active handles.

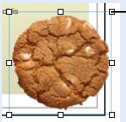
The top selection handles are inactive for inline objects.

Drag the active selection handles down or to the right to resize.

A close-up view of inactive selection handle (top) and active selection handle (bottom).

If you are placing a graphic or shape inside another shape, text box, or table cell, it can only be placed inline with the text. Inline images are automatically resized to fit within the layout margins of the document. To move an inline object to a different position within the text, select it and drag it until you see the insertion point appear where you want to drop it.

Fixed objects are anchored to a position on a page within a document section. Typing more text on the page does not affect the position of a fixed object, but you can drag it to reposition it wherever you want, or resize it.



Drag any of the selection handles to reposition or resize fixed objects.

You can convert objects from inline to fixed, and vice versa. To learn how, see "Converting Between Fixed and Inline Objects" on page 127.

Text wraps differently around fixed and inline objects. To learn about text wrapping, see "Wrapping Text Around an Object" on page 136.

Adding Fixed and Inline Objects

Whether you are bringing graphics into your Pages document from an external source, or creating a shape, table, graph, or text box within Pages, you can place the graphics in one of the two ways described above: fixed on the page or inline with the text. The sections below describe in detail how to accomplish each of these tasks.

Importing a Graphics or Media File

Imported media files can include images, PDF files, QuickTime movies, or Flash animations.

To add an imported file inline with the text, do one of the following:

- Press the Command key, and then drag the image from the Finder or Media Browser to the document window until you see the insertion point at the place where you want the image to appear. Release the image when you have placed it where you want it.
- Place the insertion point wherever you want the image to appear, choose Insert > Choose, select the file, and click Insert.

To add an imported file as a fixed object, do one of the following:

- Drag the file from the Finder or Media Browser to the document and position it where you want it.
- Click outside the text areas in the document so that no insertion point is visible, and then choose Insert > Choose. Select the file and click Insert.

Imported images can be resized and rotated to change their appearance on a page. Images can also be cropped (masked). You can also layer graphics, adjust their opacity, and add shadows to create interesting visual effects. For more information about working with graphics, see the relevant sections in this chapter. To learn about adjusting shadow properties and opacity, see Chapter 7, "Changing Object Properties."

Adding Shapes, Tables, and Charts

Pages supplies tools to build tables and charts within the document. Pages also lets you insert and modify predrawn shapes (rectangles, circles, triangles, arrows, and so on) that you can use as simple graphics in your document. You can also draw and modify your own custom shapes.

To add a predrawn shape, table, or chart inline with the text:

1. Place the insertion point wherever you want the object to appear in the text flow.
2. Select the object you want to add:
   - For **shapes**, click Objects in the toolbar and choose a shape from the Shapes submenu (or choose Insert > Shape > [*shape type*]).
   - For **tables**, click Objects in the toolbar and choose Table (or choose Insert > Table).
   - For **charts**, click Objects in the toolbar and choose Chart (or choose Insert > Chart), and then select a chart type in the Chart Inspector.

To place a fixed predrawn shape, table, chart, or text box:

1. Click anywhere outside the text areas of the document so that no insertion point is visible.
2. Select the object you want to add:
   - For **text boxes**, click Objects in the toolbar and choose Text (or choose Insert > Text).
   - For **shapes**, click Objects in the toolbar and choose a shape from the Shapes submenu (or choose Insert > Shape > [*shape type*]).
   - For **tables**, click Objects in the toolbar and choose Table (or choose Insert > Table).
   - For **charts**, click Objects in the toolbar and choose Chart (or choose Insert > Chart), and then select a chart type in the Chart Inspector.
3. Drag the object to wherever you want it to appear on the page.

   Note: You can also Option-click the Objects button in the toolbar. Release the Option key, and then choose a shape, Text, Table, or Chart. Drag the crosshair pointer across the document window to draw the object wherever you want it. This produces a fixed object.

To create and edit your own shapes:

- See "Adding a Custom Shape" on page 158.

To modify text boxes, tables, charts, and predrawn and custom shapes:

- See Chapter 7, "Changing Object Properties," to learn about using the Graphics Inspector to modify the color, opacity, outline, and shadows of text boxes and predrawn and custom shapes.
- See "Editing Predrawn and Custom Shapes" on page 160 and "Putting Text Inside a Shape" on page 102 for more instructions pertaining to predrawn and custom shapes.

- See Chapter 8, "Creating Tables," to learn about using the Table Inspector to change the number of rows and columns in a table, and change the table's design and formatting.
- See Chapter 9, "Creating Charts," to learn about using the Chart Data Editor to add data to a chart and the Chart Inspector to change a chart's style, axes, labels, and other attributes.

Converting Between Fixed and Inline Objects

An image that has been imported inline with text can be easily turned into an object that's fixed on the page, and vice versa. To convert between fixed and inline objects, use the Wrap Inspector.

To convert between fixed and inline objects:

1. Click Inspector in the toolbar (or choose View > Show Inspector), and then click the Wrap Inspector button.
2. Select the object you want to convert in the document, and then do one of the following:
   - To make the object inline, select "Moves with text" in the Wrap Inspector.

     You can also select the object and choose Edit > Cut. Place the insertion point where you want the object to appear, and then choose Edit > Paste.
   - To make the object fixed, select "Fixed on page" in the Wrap Inspector.

   To change the way text wraps around the object, use the wrap controls in the Wrap Inspector. For more information about text wrapping, see "Wrapping Text Around an Object" on page 136.

Using PDF Files as Graphics

If you intend to greatly enlarge or reduce a graphic's dimensions, consider converting it to a PDF file before bringing it into Pages. PDF files don't lose their crispness when they are significantly resized. Other file types may not retain their clarity as well when they are enlarged or reduced.

PDF files also provide a great way to move tabular data from Excel or AppleWorks documents into Pages. If you have extensively formatted tables in Excel or an AppleWorks spreadsheet that you want to display in your document, you can save the spreadsheet as a PDF file and then place that PDF file on a page as you would any other external graphics file.

To convert an Excel or AppleWorks file to a PDF file:

1. In your Excel or AppleWorks spreadsheet, select the table range you want to display in your document.
2. Choose File > Print.
3. In the Print dialog, choose Save as PDF from the PDF pop-up menu.
4. In the Save dialog, type a name for the PDF file and select a location, then click Save.

To convert a Grab image to a PDF file:

1. Open Grab. It's in the Applications/Utilities folder.
2. Choose Capture > Selection to select what you want to create an image of.
3. Choose File > Print to save the image as a PDF.

Cropping (Masking) Images

You can crop images without actually changing the image files by *masking* parts of them. The mask contains a window that defines the boundaries of the cropped image. This allows you to import full images but display only part of them within the document. You can still reposition and resize images that have been masked.

The default mask is a rectangle, which you can resize as required. You can also use a shape as a mask.

To crop an image using the default (rectangular) mask:

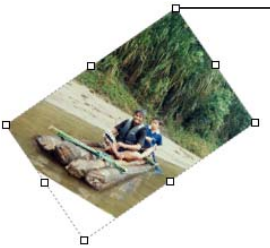
1. Import the file you want to mask. The image can be placed as a fixed object or an inline object (for more information, see "Fixed Objects Versus Inline Objects" on page 124).
2. Select the object and choose Format > Mask. A mask appears over the image with a resizable "window" in the center.

3 Drag the window to center it over the part of the image you want to feature. Drag its selection handles to resize it.

- To constrain the window's proportions, hold down the Shift key as you drag the selection handles.
- To rotate the window, hold down the Command key as you drag the selection handles. (To learn more about manipulating objects using the selection handles, see "Selecting, Dragging, and Resizing Objects" on page 133.)

4 Double-click the window to make only the masked area visible. The masked image has a dotted line around its visible borders.

5 Drag the selection handles to resize or Command-drag to rotate the visible portion of the image, or drag the entire image to reposition it on the page. Double-click the visible portion of the image if you want to view the invisible portion of it. The visible part of the image can also be converted to an inline image by selecting "Moves with text" in the Wrap Inspector (see "Adding Fixed and Inline Objects" on page 125 for more information).



Drag the selection handles to resize or Command-drag to rotate the visible portion of the image.

To crop an image using a predrawn or custom shape as a mask:

1 Import the file you want to mask. The image can be either fixed or inline (for more information, see "Fixed Objects Versus Inline Objects" on page 124).

2 Add a shape to the document to use for the mask. If the image is inline, the shape must be, too. If the image is fixed, the shape must also be fixed. "Adding Shapes, Tables, and Charts" on page 125 tells you how to add both kinds of shapes.

3 Select both the image and the shape.

4 Choose Format > Mask With Shape.

5 Drag the shape to center it over the part of the image you want to feature. Drag its selection handles to resize it.

6 Edit the mask as desired. You can resize, rotate, and move the mask. You can also edit the contour of the mask after double-clicking the edge of the shape. See "Drawing and Editing Shapes" on page 158 for instructions.

7 Double-click the image or press Return to make the unmasked area invisible.

8 The visible part of the image can also be converted to an inline image by selecting "Moves with text" in the Wrap Inspector (see "Adding Fixed and Inline Objects" on page 125 for more information).

To change the portion of a masked image that's visible:

1 Double-click the masked image.

2 Click the dotted border of the resizable window to select it.

3 Drag the selection handles to resize or Command-drag to rotate the visible portion of the image, or drag the window to feature a different part of the image.

To unmask an image:

- Select the object, and then choose Format > Unmask. The full image becomes visible again.

If you frequently mask images, you can add the Mask button to the toolbar to work more efficiently. To learn about customizing the toolbar, see "The Toolbar" on page 30.

Using the Media Browser

Images in your iPhoto library, music in your iTunes library, and movies in your Movies folder are easily accessible using the Media Browser. You can drag images, music, and movies directly from the Media Browser to your document or to an image well in one of the Inspectors.

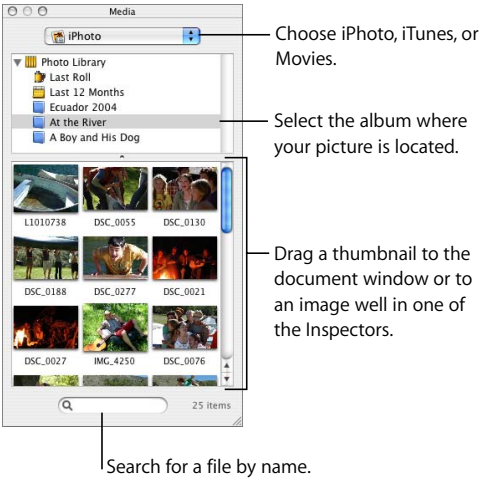
To add an image from iPhoto:

1 Click Media in the toolbar (or choose View > Show Media Browser).

2 Choose iPhoto from the Media Browser pop-up menu and select the album you want.

3 Drag an image thumbnail directly to the Pages document window to place the image inline with text or fixed on the page. See "Adding Fixed and Inline Objects" on page 125 for instructions.

Drag a thumbnail to an image well in the Text Inspector or Graphic Inspector to use it as an image fill or a custom bullet image (see "Using Color and Image Fills" on page 145 and "Modifying and Creating New List Styles" on page 117 for more information).



To add music from iTunes:

1 Choose iTunes from the Media Browser pop-up menu, and select the playlist you want.

2 Drag a sound file to the document window. See "Adding Fixed and Inline Objects" on page 125.

To add a movie:

1 Choose Movies from the Media Browser pop-up menu.

2 Drag a movie thumbnail directly to the document window. See "Adding Fixed and Inline Objects" on page 125.

Note: To see your movies listed in the Movies pane of the Media Browser, you must place them in the Movies folder in the Finder.

Resizing, Moving, and Layering Text or Graphics Objects

You can work with text and graphics by moving them in front or in back of one another, and formatting or manipulating them in similar ways.

Selecting, Dragging, and Resizing Objects

Use the selection handles to quickly resize objects. To constrain an object's proportions or set precise values for its size and location, use the Metrics Inspector. To learn about using the Metrics Inspector for precise object manipulation, see "Changing the Orientation" on page 155, and "Adjusting Size and Position of Objects" on page 156.

To move a fixed object:

- Click the object to select it (the selection handles appear), and then drag it.

  Avoid dragging the object by the selection handles because you may inadvertently resize the object.

To move an inline object, do one of the following:

- Click the object to select it, and then drag it until the insertion point appears where you want the object in the text.
- Select the object and choose Edit > Cut. Place the insertion point where you want the object to appear, and then choose Edit > Paste.

To resize an object:

1. Click the object to select it.

   If text is selected inside the object, you can select the whole object by pressing Command-Return.
2. Move the pointer close to a selection handle until it changes to a double-headed arrow. For inline objects, only the bottom and right or left corner selection handles can be used to resize it.
3. Drag a selection handle to expand or shrink the object.
   - To resize the object from its center, press the Option key as you drag.

- To constrain the object's proportions as it expands or shrinks, press the Shift key as you drag.

For more information about resizing and changing the contour of shapes, see "Drawing and Editing Shapes" on page 158.

To rotate an object:

1. Select the object.
2. Hold down the Command key and move the pointer toward an active selection handle until it changes to a curved, double-headed arrow.
3. Drag a selection handle to rotate the object.

To rotate a shape but keep its text horizontal:

- After rotating the shape, choose Format > Shape > Reset Bounding Box.

To flip objects horizontally or vertically:

- Select the object, and then choose Arrange > Flip Horizontally or Flip Vertically.

If you frequently flip objects, you can add the Flip Vertical and Flip Horizontal buttons to the toolbar. To learn about customizing the toolbar, see "The Toolbar" on page 30.

To move a fixed object in front or in back of text or another object on the page:

1. Select the object you want to move.
2. Choose Arrange > Bring Forward or Send Backward.
3. Repeat step 2 until the object is in the desired layer.
4. To move an object to the very top or bottom of the stack, choose Arrange > Bring to Front or Send to Back.

If you frequently layer objects on the page, you can add the Front, Back, Forward, and Backward buttons to the toolbar to work more efficiently. To learn about customizing the toolbar, see "The Toolbar" on page 30.

To select a fixed object that's behind text:

- Place the pointer outside the text area and drag across the page until the object's selection handles appear.

Note: If clicking an object doesn't select it, or if it has blue selection handles, it's a master object. To read about master objects, see "Placing Master Objects" on page 235.

To select all objects in a document:

- To select all the fixed objects in a document (excluding objects on the section master), click outside the text area and press Command-A.
- To select all inline objects and text in a text area, place the insertion point in the text area and press Command-A.

Grouping and Locking Fixed Objects

You can group fixed objects together so that they can be moved, copied, resized, and oriented as a single object. You can edit text associated with a shape or text object in a group, but you can't modify other attributes of individual objects in the group.

You can lock fixed objects to avoid inadvertently moving them as you work. Inline objects cannot be grouped or locked.

To group objects:

1. Hold down the Command (or Shift) key as you select the objects you want to group on the page.

   Note: Locked objects can't be grouped.

2. Choose Arrange > Group.

To ungroup a grouped object:

- Select the object and choose Arrange > Ungroup.

  Note: A locked group can't be ungrouped. You must unlock it first.

To lock objects:

1. Hold down the Command (or Shift) key as you select the objects you want to lock.
2. Choose Arrange > Lock.

After you lock individual or grouped objects, you can't edit them until you unlock them.

To unlock an object:

- Select the object and choose Arrange > Unlock.

If you frequently group and lock objects on the page, you can add the Group, Ungroup, Lock, and Unlock buttons to the toolbar. To learn about customizing the toolbar, see "The Toolbar" on page 30.

Working With Alpha-Channel Graphics

Alpha-channel graphics contain a transparent area where text or other images can show through. You can also use alpha channels to create transparency around irregularly shaped images, so the image does not have a rectangular white area around it.

This image of a magnifying glass has an alpha channel that allows text to show through the glass.

The irregular shape of the image is surrounded by an alpha channel that allows text to show through its containing rectangle.

When you bring an alpha-channel image into Pages, there's nothing else you have to do to make the transparency work. Just place it, manipulate it, and move it to the back or front as you would any other image.

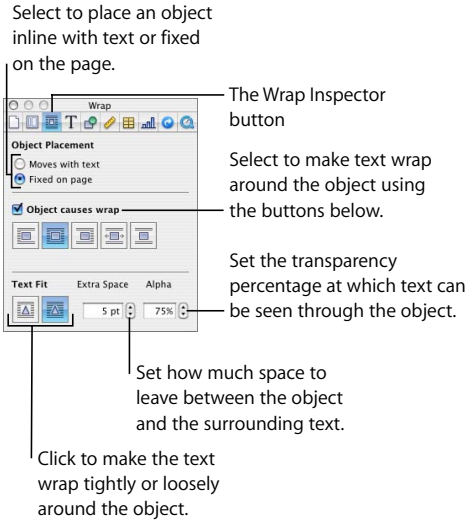
Many PDF, TIFF, and PSD files contain alpha-channel graphics. You can create your own alpha-channel images using applications such as Adobe Photoshop, Corel Draw, Adobe Illustrator, and Adobe Acrobat. See the instructions that come with the application to learn how to create alpha-channel images.

Wrapping Text Around an Object

When you place any object—images, shapes, charts, and so on—fixed or inline with the text, you can decide how you want the text to wrap around it. You can choose to make the text hug tightly or loosely around the object, or make the text stay only on the top and bottom or one side of the object. To set these options, use the Wrap Inspector.

To open the Wrap Inspector:

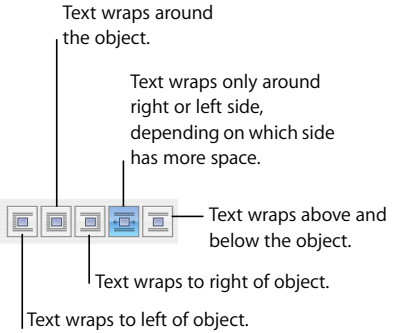
- Click Inspector in the toolbar (or choose View > Show Inspector), and then click the Wrap Inspector button.


Select to place an object inline with text or fixed on the page.
The Wrap Inspector button
Select to make text wrap around the object using the buttons below.
Set the transparency percentage at which text can be seen through the object.
Set how much space to leave between the object and the surrounding text.
Click to make the text wrap tightly or loosely around the object.
Wrap
Object Placement
Moves with text
Fixed on page
Object causes wrap
Text Fit
Extra Space
Alpha
5 pt
75%

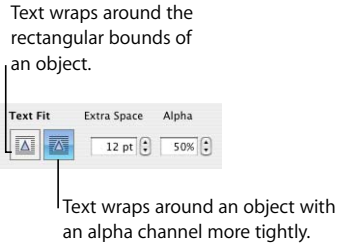
The settings in the Wrap Inspector affect fixed objects and inline objects differently.

To adjust text wrapping around a fixed object:

1. Select the object.
2. Select the checkbox labeled "Object causes wrap" in the Wrap Inspector.
3. Click a button in the Wrap Inspector to select which side of the object you want the text to wrap around.


Text wraps around the object.
Text wraps only around right or left side, depending on which side has more space.
Text wraps above and below the object.
Text wraps to right of object.
Text wraps to left of object.

4 To make the text wrap more tightly around an object with an alpha channel, click the right Text Fit button. To make it wrap more loosely, click the left Text Fit button.


Text wraps around the rectangular bounds of an object.
Text Fit
Extra Space
Alpha
12 pt
50%
Text wraps around an object with an alpha channel more tightly.

5 Enter a value in the Extra Space field to specify the minimum space you want to leave between the object and the surrounding text.

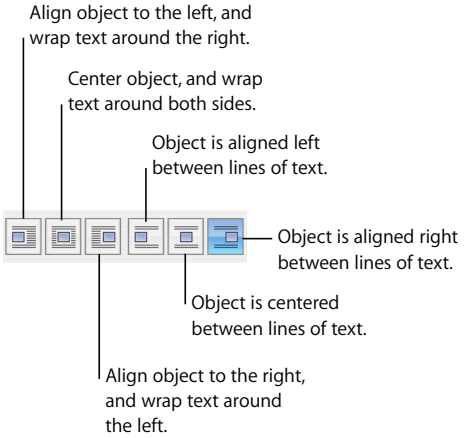
6 If the object has transparent areas (an alpha channel), set the alpha-channel percentage at which you want the text to appear through the transparency (for an illustration, see "Working With Alpha-Channel Graphics" on page 136).

To adjust text wrapping around an inline object:

1 Select the object.

2 Select the checkbox labeled "Object causes wrap" in the Wrap Inspector.

3 Click a button in the Wrap Inspector to select how you want the object to be placed within the text.


Align object to the left, and wrap text around the right.
Center object, and wrap text around both sides.
Object is aligned left between lines of text.
Object is aligned right between lines of text.
Object is centered between lines of text.
Align object to the right, and wrap text around the left.

4 To make the text wrap more tightly around an object with an alpha channel, click the right Text Fit button. To make it wrap more loosely, click the left Text Fit button.

5 Enter a value in the Extra Space field to specify the minimum space you want to leave between the object and the surrounding text.

6 If the object has transparent areas (an alpha channel), set the alpha-channel percentage at which you want the text to appear through the transparency (for an illustration, see "Working With Alpha-Channel Graphics" on page 136).

Including Sound and Movies

You can add sound, movies, and Flash files to your document if it will be viewed onscreen as an HTML file or a Pages file. The movie or sound file will play when the viewer double-clicks its icon on a document page.

Pages accepts any QuickTime or iTunes file type, including the following:

- MOV
- FLASH
- MP3
- MP4

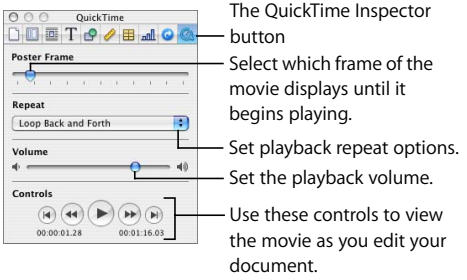
- AIFF
- AAC

Important: To make sure that the movies and other media can be played and viewed when your document is transferred to another computer, in the Save or Save As dialog, click Advanced Options, and make sure the checkbox labeled "Copy audio and movies into document" is selected.

In the QuickTime Inspector, you can set the playback volume for sound and movies in your document, and specify whether to play media files only once through, or repeat continuously.

To set media playback preferences:

1. Click Inspector in the toolbar (or choose View > Show Inspector).
2. Click the QuickTime Inspector button.
3. Click the movie to select it, then drag the Volume slider to the right to increase the playback volume or to the left to decrease it.
4. Choose a repeat option from the Repeat pop-up menu:
   - **None:** Play only once.
   - **Loop:** Repeat continuously.
   - **Loop Back and Forth:** Play backward and forward continuously.



You can also specify which frame of the movie to display on the page (called the "poster frame") until the movie starts playing.

To set the movie poster frame:

1. Click the movie to select it.
2. In the QuickTime Inspector, drag the Poster Frame slider until the movie displays the image you want.

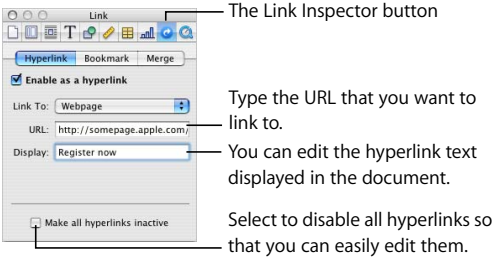
Adding Hyperlinks and Bookmarks

Hyperlinks and bookmarks are used in documents that will be viewed onscreen, either as HTML files or as Pages documents. You can add hyperlinks to jump to another page or to open an email message or a URL on the Internet. Use bookmarks to mark passages in the document that you want to refer to as you work.

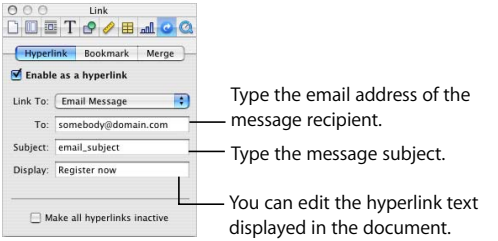
Use this type of hyperlink	To open	Notes
Webpage	A page in a web browser	Provide the URL of the page you want to open.
Email Message	A new mail message with the specified subject and addressee	Type the address of the email recipient and a subject line.
Bookmark	Another page in the same document	Use this feature to navigate quickly through the document as you work.

To add hypertext that links to an email message or webpage:

1. Select the text that you want to turn into a hyperlink.
2. Open the Link Inspector, and in the Hyperlink pane, select "Enable as hyperlink."
3. Type the required information, as shown below.
   - **Webpage:** Supply the URL that you want to link to when the hyperlink is clicked. The webpage appears in your default web browser when the link is clicked.



- **Email Message:** Supply the message subject line and the email address of the intended recipient. The blank email message appears in your default email application when the link is clicked.



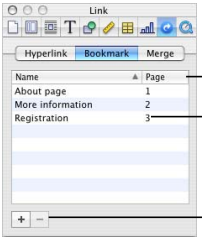
Pages detects URLs and email addresses automatically as you type, and converts them into hyperlinks. You can disable this feature if you want to.

To turn off automatic detection of URLs and email addresses as you type:

- Choose Pages > Preferences, click Auto-Correction, and deselect the checkbox labeled "Automatically detect email and web addresses".

To add bookmarks to your document:

1. Select the text where you want to create the bookmark.
2. Open the Link Inspector, click Bookmark, and click Add (+).


Link
Hyperlink
Bookmark
Merge
Name
Page
About page 1
More information 2
Registration 3
Click Name or Page to sort the bookmark list.
Click a bookmark to jump to it in the document; double-click it to edit its name.
Click Add or Delete to add new bookmarks or delete a bookmark selected in the list.

To edit and use bookmarks:

1. Click Bookmark in the Link Inspector.
2. Click a bookmark in the list to jump to it in the document.
3. Double-click a bookmark in the list to change its name.
4. Click the Name or Page column header to sort bookmarks by name or page number.
5. Click the Add (+) button to add new bookmarks.
6. Select a bookmark in the list and click the Delete (-) button to delete it.

To add a hyperlink that links to a bookmark:

1. Choose Insert > Hyperlink > Bookmark, or create a bookmark in the Bookmark pane of the Link Inspector.
2. Open the Hyperlink pane of the Link Inspector.
3. Select the text you want to turn into a hyperlink, and then click the checkbox labeled "Enable as a hyperlink."
4. Choose Bookmark from the Link To pop-up menu.

5 Choose the bookmark you want to link to from the Name pop-up menu.

To disable hypertext for editing:

- Select the checkbox labeled "Make all hyperlinks inactive" in the Hyperlink pane of the Link Inspector.

Changing Object Properties 7

This chapter describes more advanced features for enhancing graphics and other objects in your document.

You can directly manipulate object properties such as color, line style and thickness, shadow, opacity, and orientation using the Inspectors and the Colors window. You can adjust the brightness, color, and other properties of images. You can also draw custom shapes and modify both predrawn and custom shapes. This chapter tells you how.

Using Color and Image Fills

You can create interesting effects with color in Pages. A shape can be filled with solid color, color gradients, or even with an image, such as a photo or other graphic.

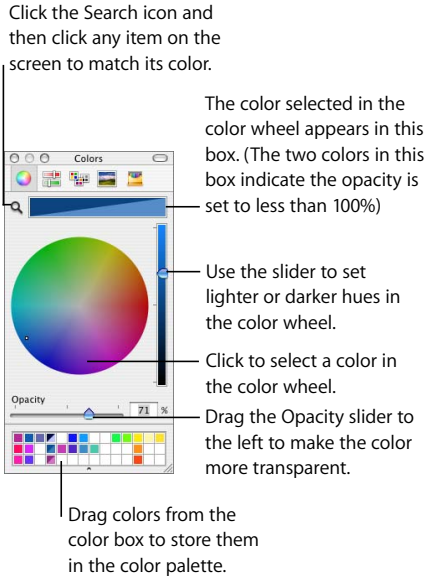
You can also adjust an object's opacity (transparency). You can even use fill and opacity effects to modify individual bars or pie wedges in charts.

Selecting Colors

You use the Colors window to select color for text, shapes, backgrounds, and shadows in Pages.

To open the Colors window:

- Click Colors in the toolbar (or choose View > Show Colors).
- Click a color well in one of the Inspectors.


Click the Search icon and then click any item on the screen to match its color.
The color selected in the color wheel appears in this box. (The two colors in this box indicate the opacity is set to less than 100%)
Use the slider to set lighter or darker hues in the color wheel.
Click to select a color in the color wheel.
Drag the Opacity slider to the left to make the color more transparent.
Drag colors from the color box to store them in the color palette.
Colors
Opacity
71
%

You can use the color wheel in the Colors window to select colors. The color you select appears in the box at the top of the Colors window. You can save that color for future use by placing it in the color palette.

To select a color:

1. Click anywhere in the color wheel. The selected color is displayed in the color box at the top of the Colors window.
2. To make the color lighter or darker, drag the slider on the right side of the Colors window.
3. To make the color more transparent, drag the Opacity slider to the left or enter a percentage value in the Opacity field.

To open the color palette:

- Drag the handle at the bottom of the Colors window.

To save a color in the color palette:

- Drag a color from the color box to the color palette.

To apply the colors you select in the Colors window to an object on the page, you must place the color in the appropriate color well in an Inspector pane.

To apply a color to an object on the page:

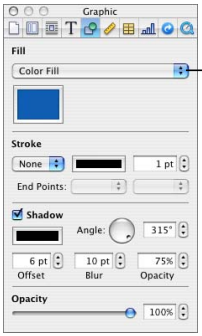
- Select a color well in one of the Inspectors, and then click a color in the color wheel.
- Drag a color from the color palette or color box to a color well in one of the Inspectors.

To match the color of another item on the screen:

1. Click the magnifying glass to the left of the color box in the Colors window.
2. Click the item on the screen whose color you want to match. The color appears in the color box.
3. Select the item you want to color in the document window, and drag the color from the color box to the item.

Filling an Object With Color

Objects can be filled with a solid color or a color gradient, in which two colors gradually blend with each other. To change the color of an object, you use the Graphic Inspector.



Choose a solid color, a color gradient, an image, or a tinted image to fill a drawn object.

To open the Graphic Inspector:

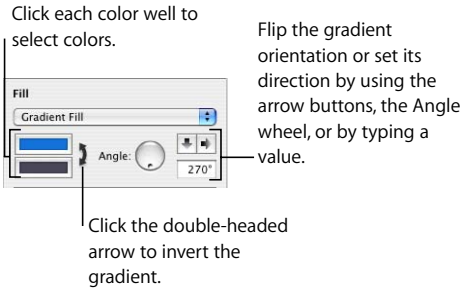
- Click Inspector in the toolbar (or chose View > Show Inspector), and then click the Graphic Inspector button.

To set the solid fill color of an object:

1. On the page, select the object whose color you want to change.
2. In the Graphic Inspector, choose Color Fill from the Fill pop-up menu.
3. Click the color well below the Fill pop-up menu to open the Colors window.
4. Select a color in the Colors window.

To fill an object with a color gradient:

1. On the page, select the object whose color you want to change.
2. In the Graphic Inspector, choose Gradient Fill from the Fill pop-up menu.
3. Click each color well and choose each color in the Colors window.
4. To set a direction for the gradient, use the Angle wheel or field. To flip it horizontally or vertically, click the Angle arrow buttons.
5. To invert the gradient, click the double-headed arrow next to the color wells.


Click each color well to select colors.
Fill
Gradient Fill
Angle:
270°
Flip the gradient orientation or set its direction by using the arrow buttons, the Angle wheel, or by typing a value.
Click the double-headed arrow to invert the gradient.

Filling an Object With an Image

You can place an image or a tinted image inside of a drawn shape, text box, chart element, or table cell.

To set an image fill for an object:

1. Select the object in which you want to place an image.

2 In the Graphic Inspector, choose Image Fill from the Fill pop-up menu, and select an image.

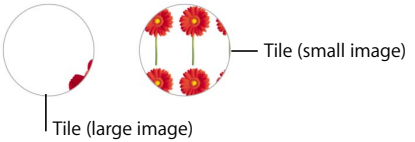
3 To change the image, click Choose, select the image, and click Open (or drag the image file from the Finder or Media Browser to the image well in the Graphic Inspector).

Use the pop-up menu to set the size of the image within the object.

To change the image, drag an image to the image well.

4 Choose an image scale from the pop-up menu.

- **Scale To Fit** resizes the image to fit the object's dimensions as well as possible. If the object's shape is different from the original image's, parts of the image may not appear; blank space may also appear around the image.
- **Scale To Fill** makes the image appear larger or smaller, sizing it to leave minimum space around the image, even if the object and image have different shapes.
- **Stretch** sizes the image to fit the object's dimensions but distorts it if the object has a shape different from the original image.
- **Original Size** places the image inside the object without altering its original dimensions. If the image is larger than the object, you see only a part of the image in the object. If the image is smaller than the object, there is blank space around it.
- **Tile** repeats the image inside the object, if the image is smaller than the object. If the image is larger than the object, you see only part of the image inside the object.



A tinted image fill places a transparent, colored mask over the fill image.

To set a tinted image fill for an object:

1. Select the object in which you want to place an image.
2. In the Graphic Inspector, choose Tinted Image Fill from the Fill pop-up menu, and select an image.
3. Click the color well next to the Choose button, and then select a tint color in the Colors window. Drag the Opacity slider in the Colors window to make the tint darker or lighter. (If you drag the Opacity slider in the Graphic Inspector, it will change the opacity of both the tint *and* the image.)

4. Choose the image scale from the pop-up menu, as described above.
5. To change the image, click Choose, select the image, and click Open (or drag the image file from the Finder or Media Browser to the image well in the Graphic Inspector).

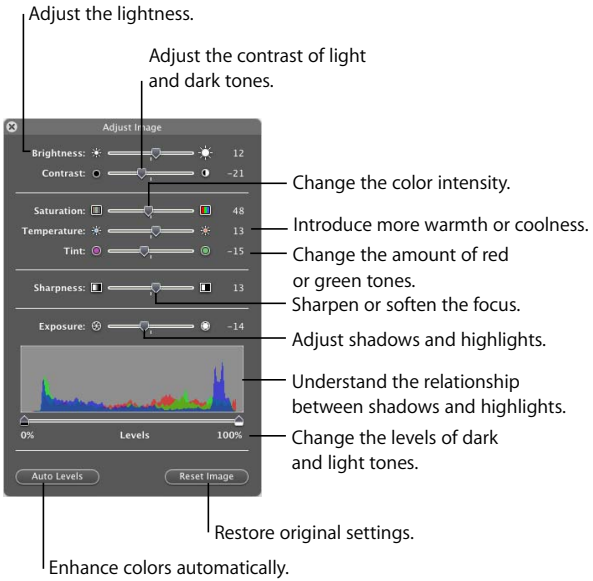
Adjusting Images

For images, including those you use to fill a shape, you can change the brightness, contrast, and other settings to improve the quality of the image or to create interesting effects.

To adjust an image:

1. Select the image.

2 Click Adjust in the toolbar or choose View > Show Adjust Image to open the Adjust Image window.



3 Use the controls to make the following adjustments.

- Use the Brightness slider to adjust the lightness of the image.
- Use the Contrast slider to adjust the contrast of light and dark tones. You can make shadows darker, sharpen the edges of objects, and make colors stand out more. If you increase the contrast of a photo a lot, it looks more like an illustration.
- Use the Saturation slider to change the color intensity.
- Use the Temperature slider to introduce more warmth (more orange tones) or coldness (more blue tones).
- Use the Tint slider to change the amount of red or green tones in the image.
- Use the Sharpness slider to sharpen or soften the image's focus.

- Use the Exposure slider to adjust shadows and highlights.
- Use the histogram to understand the relationship between shadows (depicted on the left side of the display) and highlights (depicted on the right side) in your image.
- Use the Levels slider to change the levels of light and dark tones.
- Click the Auto Levels button to have Pages enhance colors automatically.

4 To restore the original settings, click Reset Image.

To save any changes you made, save the document. The settings at the time you save the document are visible anytime you open the Adjust Image window.

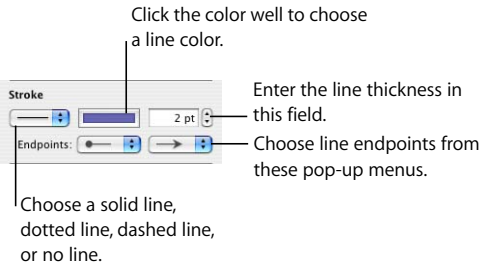
Changing Line Style

For drawn objects (shapes), chart elements, and table cells, you can choose a style and color for the object's border, or you can specify no border. You can also put a border around imported images. You set border line style and color using the Graphic Inspector and the Colors window.

To set the line style and color of an object's border:

1 Select the object that you want to modify.

2 In the Graphic Inspector, choose a line style (or None) from the Stroke pop-up menu. For tables, only a solid line or None is available.


Click the color well to choose a line color.
Stroke
2 pt
Endpoints:
Enter the line thickness in this field.
Choose line endpoints from these pop-up menus.
Choose a solid line, dotted line, dashed line, or no line.

3 To change the line thickness, type a value in the Stroke size field (or click the arrows).

4 To change the line color, click the color well and select a color.

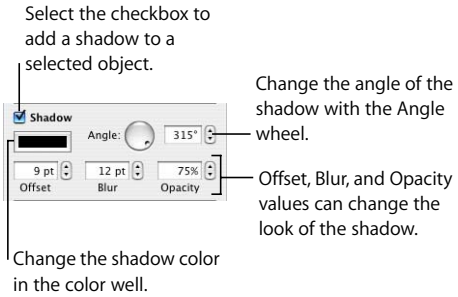
5 To give the line endpoints, such as arrowheads or circles, choose left and right endpoints from the pop-up menus.

Note: The Insert menu and the Shapes pop-up menu (in the toolbar) include lines with arrowheads.

You can set the position of lines and objects in the Metrics Inspector. See "Adjusting Size and Position of Objects" on page 156.

Adding Shadows

Shadows give your page an appearance of depth. An object's shadow appears on any object behind it. You can create a variety of shadow effects, or remove the shadow from an object.


Select the checkbox to add a shadow to a selected object.
Shadow
Angle:
315°
9 pt
Offset
12 pt
Blur
75%
Opacity
Change the angle of the shadow with the Angle wheel.
Offset, Blur, and Opacity values can change the look of the shadow.
Change the shadow color in the color well.

To create or remove a shadow for an object:

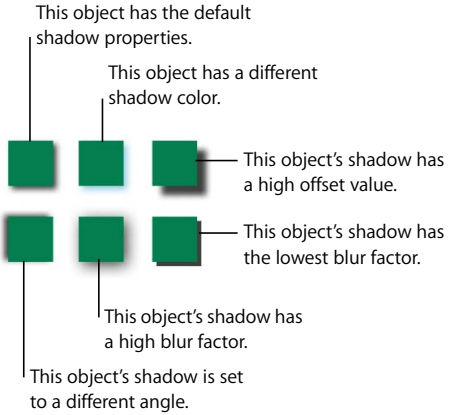
1. Select the object you want to modify.
2. In the Graphic Inspector, select the Shadow checkbox to add a shadow to the object. Deselect the Shadow checkbox to make the shadow go away.
3. Set the angle for the shadow using the Angle wheel.
4. Adjust the shadow offset by typing a number in the Offset box.

   A high shadow offset value makes an object's shadow appear longer and slightly separated from the object.
5. Set the shadow blur by typing a number in the Blur box.

   A high blur value makes the object's shadow appear more diffuse; a low value gives the shadow more sharply defined edges.

6 Set the shadow opacity by typing a number in the Opacity box. (Shadow opacity is separate from object opacity, which is set using the Opacity slider at the bottom of the Graphic Inspector.)

7 To change the color for the shadow, click the color well and select a color.


This object has the default shadow properties.
This object has a different shadow color.
This object's shadow has a high offset value.
This object's shadow has the lowest blur factor.
This object's shadow has a high blur factor.
This object's shadow is set to a different angle.

Adjusting Opacity

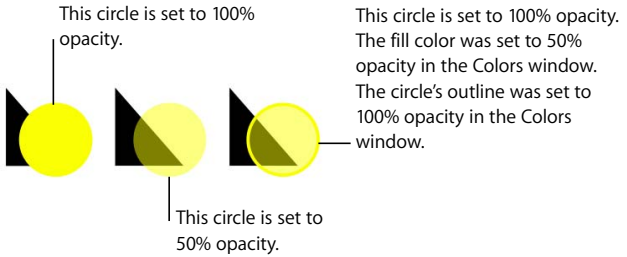
You can create interesting effects by making objects more opaque or less opaque. When you put a low-opacity object on top of another object, for example, the bottom object shows through the top object. Depending on how high or low you set the opacity, the objects below can be highly visible, partly obscured, or completely blocked from view (at 100-percent opacity). You can change opacity settings for any visual object on the page, including drawn shapes, pictures and other image files, and movies. Set object opacity using the Graphic Inspector.

To change an object's opacity:

1 Select the object.

2 In the Graphic Inspector, drag the Opacity slider.

Note: For drawn shapes, you can set opacity for fill and stroke *colors* separately from *object* opacity. If you move the Opacity slider in the Colors window to modify a fill or stroke color, that opacity value becomes maximum object opacity. Then, when you change the object opacity in the Graphic Inspector, you are changing it *relative to* the opacity you set in the Colors window.

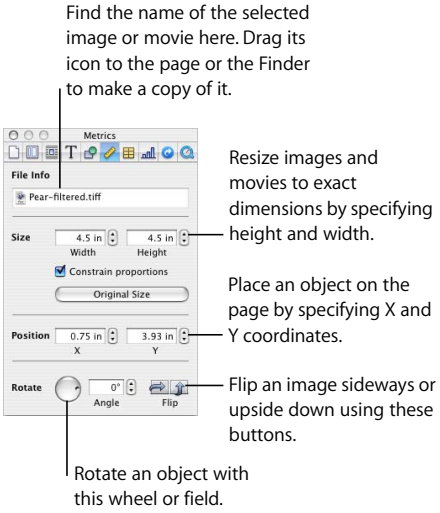

This circle is set to 100% opacity.
This circle is set to 100% opacity. The fill color was set to 50% opacity in the Colors window. The circle's outline was set to 100% opacity in the Colors window.
This circle is set to 50% opacity.

Changing the Orientation

You can flip or rotate any object by using the Metrics Inspector. For example, if you have an image of an arrow that you want to use in your document, but you need it to point in a different direction, you can reverse its direction vertically or horizontally, or point it at any angle.

To open the Metrics Inspector:

- Click Inspector in the toolbar (or choose Choose View > Show Inspector), and then click the Metrics Inspector button.



To flip or rotate an object:

1. Select the object you want to rotate.
2. In the Metrics Inspector, use the Angle wheel or field to set the direction of the object, or click the horizontal or vertical Flip buttons to flip it horizontally or vertically.

Adjusting Size and Position of Objects

In addition to dragging objects and their selection rectangles to resize or reposition them on the page, you can use the Metrics Inspector to make precise adjustments to their size and position.

To set the precise size of an object:

1. Select the object you want to resize.
2. In the Metrics Inspector, type a number in the Width and Height fields.

To maintain the width/height ratio when you resize an object:

- Select the checkbox labeled "Constrain proportions" in the Metrics Inspector, or hold down the Shift key as you drag a selection handle.

To return an image or movie to its original size:

- Select the image or movie and click Original Size in the Metrics Inspector.

To set the precise position of a fixed object:

1. Select the object you want to position.
2. In the Metrics Inspector, enter X and Y values in the Position fields.

The specified coordinates determine the position of the upper-left corner of the object's container box.

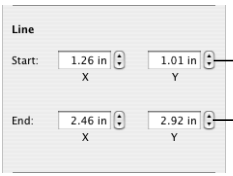
- The X value is measured from the left edge of the page.
- The Y value is measured from the top edge of the page.

If an object is rotated, the X and Y coordinates specify the upper-left corner of the rotated container box.

Lines

For lines, size and position can only be adjusted in the Metrics Inspector if the lines are fixed objects, not placed inline with text. (To read more about fixed objects versus inline objects, see "Fixed Objects Versus Inline Objects" on page 124.)

When you enter X and Y coordinates for line positions in the Metrics Inspector, the Start coordinates represent the first endpoint you created. If you later flip or rotate the line, the Start coordinates continue to represent the first endpoint.



Position a fixed line on the page by specifying X and Y coordinates for its first endpoint.

Position a fixed line on the page by specifying X and Y coordinates for its second endpoint.

Drawing and Editing Shapes

You can use the Draw tool to create your own shapes in a document.

Working with the shapes you create is the same as working with predrawn shapes. Your shapes can contain text. And they can be resized, repositioned, and have the line style, color, shadow, opacity, and orientation of your choice.

This section tells you how to create your own custom shapes and how to edit the contour of both predrawn and custom shapes.

Adding a Custom Shape

When you first create a custom shape, it's inserted as a fixed object, but you can make it an inline object if you like.

To create a custom shape:

1. Click Objects in the toolbar, choose Shapes, and select the Draw tool icon.

   You can also choose Insert > Shape > Draw a Shape.

2. The pointer changes from an arrow to a small pen tip.

   Click anywhere in your document to create the first point of the custom shape.

3. To create a second point and connect it with the first point using a straight line, click in a second location in the document.

   To create a curved segment instead of a straight one, click in the second location and drag the mouse to change the curve angle or extend the curve. Release the mouse when you're satisfied with the curve.

   The line that connects the two points has the default stroke style for the template you're using. You can change the line into another kind of line later using the stroke settings in the Graphic Inspector.

4 Repeat step 3 to create additional points as required. Every time you add a new point, Pages connects it with the preceding point using a line with the current stroke and with the first point using no stroke, and fills the shape with the default fill color for the template you're using. You can change the fill color using the Fill pop-up menu in the Graphic Inspector.

   To delete a segment you've just created, press Delete. Pressing Delete again removes the preceding segment, too.

5 To stop drawing and close the shape (add a solid line between the last and first points), click the first point.

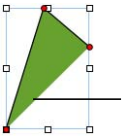
   To stop drawing and leave the shape open (no line between the last and first points) so that you can work with it more later, press the Esc (Escape) key or double-click the last point created.

Your new shape is a fixed object that you can move and group like any fixed object.

To finish and close an open shape:

1 Click once in the shape to select it, and then click it a second time to make it editable.

2 Double-click one of the two points at either end of the open segment.



3 To add additional points, click in other locations as needed.

4 To stop drawing and close the shape, click the point at the end of the open segment.

To change a custom shape to an inline object:

- Select the shape, and then open the Wrap Inspector and click "Moves with text".
- Select the shape and choose Edit > Cut. Place the insertion point where you want the shape to appear, and then choose Edit > Paste.

Editing Predrawn and Custom Shapes

You can change the contour of predrawn and custom shapes.

To make a predrawn shape editable:

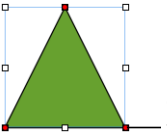
- Select the shape, and then choose Format > Shape > Make Editable.

To make a custom shape editable:

- Click once in the shape to select it, and then click a second time to show its points.

To move one or more points:

- When the shape is editable, click a point and drag it to another location. You can move several points at the same time by Shift-clicking multiple points, and then dragging.



Click a point and drag it to change the shape.

To delete one or more points:

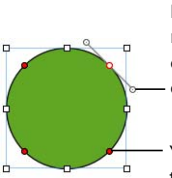
- When the shape is editable, click a point and then press the Delete key. You can delete several points at the same time by Shift-clicking multiple points and then pressing Delete.

To add a point:

1. When the shape is editable, press the Option key and hold the pointer over the shape's border. The pointer changes into a pen tip with a +.
2. Click the location on the border where you want to add a point.
3. Move the point as needed.

To reshape a curve:

1. Make the shape editable.
2. Click a red circular control on the curve you want to reshape. A control handle appears on both sides of the circular control.


Drag a control handle or rotate one or both control handles to change the curve.
You can also drag a point to modify the curve.

3 To expand or contract the curve, drag the circular control or one of the control handles.

4 To change the angle of the curve, move the control handles clockwise or counter-clockwise. You achieve different effects when you move the handles together or independently of each other. Experiment until you achieve the desired effect.

- To move the control handles together, press the Option key and drag one or the other of them.
- To move only one control handle, press the Command key before dragging a handle.

To reshape a straight segment:

1 Make the shape editable.

2 Click a point.

3 Drag the point clockwise or counter-clockwise to change the angle between the two attached segments.

Drag the point out or in to change the length of one of the segments.

To transform corner points into curved points and vice versa:

- To change a corner point into a curved point, make the shape editable, and then double-click the corner point.
- To change a curved point into a corner point, make the shape editable, and then double-click the curved point.
- To change all corner points in one or more shapes into curved points, make the shapes editable, select the shape(s), and choose Format > Shape > Smooth Path.
- To change all curved points in one or more shapes into corner points, make the shapes editable, select the shape(s), and choose Format > Shape > Sharpen Path.

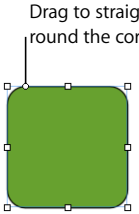
After a shape is editable, you can use the Smooth Path and Sharpen Path commands without making the shape editable again.

Editing Specific Predrawn Shapes

Some predrawn shapes have special built-in editing controls that you can use in addition to those described above.

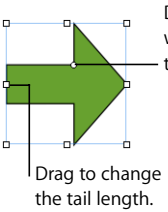
To edit a rounded rectangle:

- Drag the circular control to the left to straighten the corners and to the right to round them.



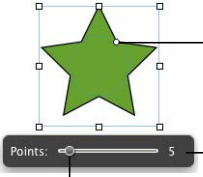
To edit single and double arrows:

- Use the three special controls to increase or decrease the tail's length and width without changing the shape of the arrowhead.



To edit a star:

- When you select a star shape, a slider appears. Drag the slider to increase or decrease the number of points in the star.



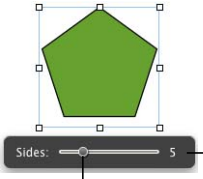
Drag to change the angles between points in the star.

View the number of points currently in the star.

Drag to increase or decrease the number of points in the star.

To edit a polygon:

- Drag the slider to increase or decrease the number of sides in the polygon.



View the number of sides currently in the polygon.

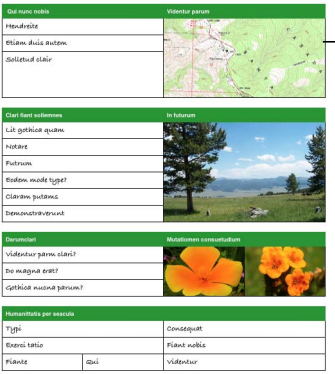
Drag to increase or decrease the number of sides in the polygon.

Creating Tables

8

Tables are useful for organizing and sorting information, creating interesting layouts, and performing calculations on numeric data. This chapter covers basic table design and usage.

Pages provides powerful features for making attractive, compelling tables that can contain text or graphics. Use tables to organize and display data for comparison. By filling table cells with graphics, you can also easily create and format graphics layouts. By merging and splitting cells, you can easily format forms to be filled out (for example, order forms).



This data form, featured in the Lab Notes template, is a set of tables with cells that have color and image fills.

DYNAMICUS QUI SEQU ITUR MUTATIONEM
SEQUETUR MUTAT ION EM. PROCESSUS
NOTARE QUAM LITT ERA GOTHICA
MONDAY SEPTEMBER 9TH
Consuetudium lectorum Mirum est notare quam, litterarum formas humanitatis per seacula quarta decima et quinta decima. Decima et quinta decima Eodem modo typi qui nunc. Ut facilisis ante in dui ac suscipit, turpis voluptatum donec, fusce suspendisse, quasi luctus amet urna tempor amet sit.
TUESDAY
Sequitur mutationem consuetudium lectorum Mirum est notare quam; modo typi qui nunc nobis videntur parum clari fiant sollemnes in futurum. Etiam processus dynamicus qui sequitur mutationem consuetudium lectorum Mirum est, etiam processus dynamicus qui sequitur. Litterarum formas humanitatis per seacula quarta decima et quinta decima Eodem.
WEDNESDAY
Etiam processus dynamicus qui sequitur mutationem consuetudium lectorum Mirum est, etiam processus dynamicus qui sequitur. Litterarum formas humanitatis per seacula quarta decima et quinta decima Eodem! Anteposuerit litterarum formas humanitatis per.
Etiam processus dynamicus qui sequitur mutationem consuetudium lectorum Mirum est, etiam processus dynamicus qui sequitur. Litterarum formas humanitatis per seacula quarta decima

This layout, featured in the Photo Journal template, was made by filling some table cells with images, and others with colors and text.

When you use a table to present numeric data, you can use formulas and number formatting to automate how values are displayed. For example, you can total or average values in a row or column, and display negative numbers in red or in parentheses.

Description	Quantity	Unit Price	Cost
Lorem ipsum dolor sit amet, ligula suspendisse nulla pretium	55	$100.00	$5,500.00
Rhoncus tempor placerat fermentum	13	$90.00	$1,170.00
Enim integer ad vestibulum volutpat rhoncus turpis est, vel elit	15	$40.00	$600.00
Congue wisi enim nunc ultricies sit, magna tincidunt	24	$50.00	$1,200.00
Maecenas aliquam maecenas ligula	21	$5.00	$105.00
Sociis mauris in integer, a dolor netus	23	$2.00	$46.00
Non dui aliquet, sagittis felis sodales	10	$2.00	$20.00
Dolor sociis mauris, vel eu libero	100	$0.30	$30.00
		Subtotal	$8,671.00
		Tax 8.25%	$715.36
		Total	**$9,386.36**

This table, used in the Invoice template, uses formulas to automatically update cost when quantity or unit price changes.

Adding a Table

Tables can be added inline with text or fixed on the page. (To learn about fixed and inline objects, see "Fixed Objects Versus Inline Objects" on page 124.) Fixed tables cannot span page boundaries, but inline tables can.

To add a table inline with text:

1. Place the insertion point wherever you want the table to appear in the text flow.
2. Click Objects in the toolbar and choose Table (or choose Insert > Table). The Table Inspector opens.
3. To resize the table, drag the available selection handles.

To place a fixed table:

1. Click anywhere outside the text areas of the document so that no insertion point is visible.
2. Click Objects in the toolbar and click Table (or choose Insert > Table). A table appears on the page.
3. Drag the table to wherever you want it to appear on the page.

You can also draw a table yourself.

To draw a table on the page:

1. Hold down the Option key as you click Objects in the toolbar and choose Table.
2. Release the Option key and move the pointer over the page until it becomes a crosshair.
3. Drag across the page to create a table any size you want. As you drag, the number of rows and columns increases or decreases with the size of the table.

   To size the table from the center, press the Option key while dragging.

   Note: A table occupies at least one full line of a document. You cannot wrap text around the sides of a table. To learn more about wrapping text around objects, see "Wrapping Text Around an Object" on page 136.

To resize a table:

- Drag the available selection handles.
- If a table spans more than one page, use the Metrics Inspector to resize it. To read about resizing objects using the Metrics Inspector, see "Adjusting Size and Position of Objects" on page 156.
- If an inline table spans more than one column, you must resize the column to resize the table. To read about resizing objects using the Metrics Inspector, see "Adjusting Size and Position of Objects" on page 156. To read about working with columns, see "Creating Columns" on page 62.

Using Table Cells and Borders

You enter text in a table cell by selecting the cell and typing. You put graphics in tables by using a background fill in individual cells, the same way you fill an object with an image. (For information about adding graphics or setting background colors inside table cells, see "Adding Images or Background Colors" on page 177.) You can also apply formulas to table cells that contain numbers or Boolean values (TRUE or FALSE).

You can apply changes to an entire table at once (by selecting it) or to individual cells within a table. To format text or graphics inside table cells or groups of cells, you select only the cells you want to work with. You can select table cells and borders using the following shortcuts, or by using the selection buttons in the Table Inspector. To read about the Table Inspector, see "Formatting Tables" on page 170. To learn about selecting cells when using formulas, see "Using Formulas" on page 183.

To select the entire table, do one of the following:

- If a table cell isn't selected, click anywhere in the table.
- If a table cell is already selected, press Command-Return to select the entire table.

Selection handles appear on the edges of the table.

Selecting Table Cells

When a single cell is selected, you can move between cells by pressing the arrow keys on your keyboard. If you type text in this mode, you replace text already in the cell. You can also use the Tab key to navigate through the cells. Pressing Tab moves you to the right and downward; pressing Shift-Tab moves to the left or upwards. If you press the Tab key when the bottom-right cell of the table is selected, a new row is added to the table.

To select a single table cell:

- If the table or a cell in it is selected, click in the cell.
- If the table or a cell in it isn't selected, double-click in the cell.

The border of the selected cell is highlighted in yellow. You can enter text in the cell by typing. Any text in the cell is replaced.

To select a contiguous group of table cells:

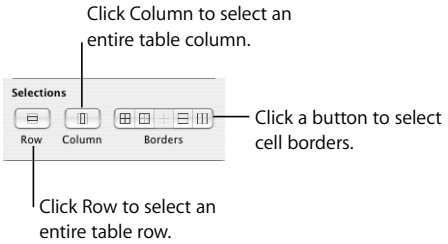
- Select the table, double-click a single cell, and hold down the Shift key as you select adjacent cells.

To select a discontinuous group of table cells:

- Hold down the Command key as you select cells. Use Command-click to deselect a cell in the group.

To select an entire row or column:

1. Click the Inspector button in the toolbar (or choose View > Show Inspector), and then click the Table Inspector button.
2. Select a cell in the row or column you want to select.
3. Click the Row or Column button at the bottom of the Table pane.



Selecting Table Cell Borders

If a table spans more than one page or column, selecting the border at the bottom of one page or column may also affect the border at the top of the next page or column.

To select multiple borders:

1. Select the table cells whose borders you want to select.
2. Click the Inspector button in the toolbar (or choose View > Show Inspector), and then click the Table Inspector button.
3. Click one of the Borders buttons in the Table pane to select all borders, or only the inside, outside, horizontal, or vertical borders of the selected cells.

To select an individual border:

- If the table is selected, click the border.
- If the table is not selected, double-click the border.

To select one segment of a cell border:

1. Select the table.
2. Option-click to select a single border segment.
3. To select additional border segments, press the Option and Shift keys as you click.

Note: If the table isn't selected, Option-double-click to select a single border segment.

Entering and Editing Content in Table Cells

To type content in a table cell:

- If the cell is empty, select it and begin typing.
- To replace specific text already in the cell, select the cell, and then select what you want to change. Begin typing.
- To replace everything in the cell, select the cell and begin typing. You can also select the cell and then press Return or Enter, which selects everything in the cell, then start typing.
- To place the insertion point within content, select the cell, then click the location at which you want to place the insertion point. Begin typing.

To switch the contents of two cells:

- Select the cell and drag it to another cell. A blue border appears when you begin to drag the cell, and the cell contents are switched.

To copy the contents of one cell into another:

- Select the cell and begin to drag it. A blue border appears when you begin to drag the cell. Hold down the Option key as you drag it to another cell.

To delete the contents and background fill of table cells:

- Select the cells and press the Delete key.

To edit a cell that uses a formula or contains a formatted number:

- Select the cell, and then click in the cell or press Return or Enter to open the Formula Editor. See "Formatting Numbers" on page 178 and "Using Formulas" on page 183 for additional instructions.

Formatting Tables

You can design tables in a variety of creative ways simply by changing the thickness and color of cell borders, selectively removing cell borders, or merging and splitting cells to create useful asymmetries within the table.

Using Table Formatting Controls

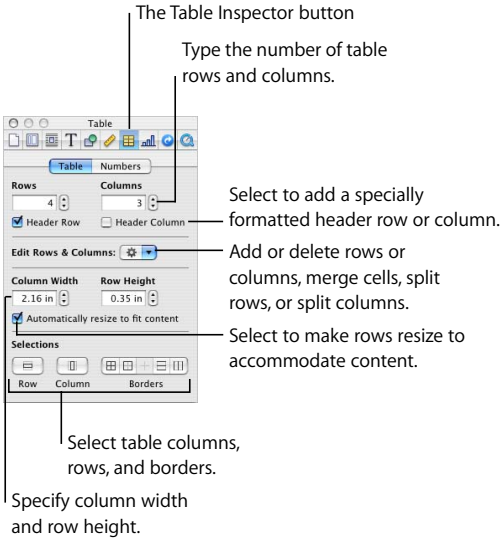
You can do basic table formatting—including merging and splitting cells, adding and deleting rows and columns, and adding or removing the header row and column—using a table formatting menu or the Table Inspector.

To open table formatting menus:

- Select a table or cell(s), and then open the Table Inspector and use the Edit Rows & Columns pop-up menu in the Table pane.
- Select a table or cell(s), and then choose Format > Table.
- Select a table or cell(s), and then hold down the Control key as you click the table again to open the table's shortcut menu.

To open the Table Inspector:

- Click Inspector in the toolbar (or choose View > Show Inspector), and click the Table Inspector button. Use the Table pane for general table formatting. Use the Numbers pane when you want to use formulas (see "Using Formulas" on page 183) or formatted numbers (see "Formatting Numbers" on page 178).



Adding and Deleting Rows and Columns

To add a new row to a table:

1. Select a table cell or row.
2. Open a table formatting menu and choose Add Row Above or Add Row Below. You can use the Edit Rows & Columns pop-up menu in the Table pane of the Table Inspector. Alternatively, you can choose Format > Table or hold down the Control key as you click the table again.

   To add a single row to the end of the table, simply select the last cell in the table and press Tab.

   You can also add rows to only specific cells. See "Merging, Splitting, and Resizing Table Cells" on page 173.

To add a new column to a table:

1. Select a table cell or column.
2. Open a table formatting menu and choose Add Column Before or Add Column After.

You can use the Edit Rows & Columns pop-up menu in the Table pane of the Table Inspector. Alternatively, you can choose Format > Table or hold down the Control key as you click the table again.

You can also add columns to only specific cells. See "Merging, Splitting, and Resizing Table Cells" on page 173.

To change the number of rows or columns in a table:

1. Select the table.
2. Click Inspector in the toolbar (or choose View > Show Inspector), and click the Table Inspector button. Then click Table.
3. To add or remove rows, type the number of rows you want in the table in the Rows field and press Return. Rows are added to or removed from the bottom of the table.
4. To add or remove columns, type the number of columns you want in the Columns field and press Return. Columns are added to or removed from the right side of the table.

To delete table rows or columns:

1. Select the row or column or a cell in it.
2. Open a table formatting menu and choose Delete Row or Delete Column. You can use the Edit Rows & Columns pop-up menu in the Table pane of the Table Inspector. Alternatively, you can choose Format > Table or hold down the Control key as you click the table again.

Note: If you select cells and press the Delete key, only the cell contents are deleted.

Creating a Table Header Row or Column

You can add a table header row and column. Header rows appear at the beginning of the table on each page (if the table spans more than one page) or the beginning of each column or linked text box (if the table spans columns or linked text boxes). Header rows and columns look different from the rest of the table cells, but their style can be changed like that of any other cells. However, you cannot split a header row into multiple rows, or header columns into multiple columns.

If a table spans multiple pages, columns, or text boxes, editing the text or changing the look of the header row or column in one place changes it consistently throughout the table.

To add a header row or column:

- Select the table. Click Inspector in the toolbar, click the Table Inspector button, and then select the Header Row or Header Column checkbox (or both) in the Table pane.
- Select the table and choose Format > Table > Show Header Row or Format > Table > Show Header Column.

Merging, Splitting, and Resizing Table Cells

Merging table cells combines adjacent cells into one, eliminating the border so that they behave as a single cell.

Splitting cells divides each selected cell into two equal parts, horizontally (rows) or vertically (columns). Both of the new cells have identical background colors or images. Any text that was in the original cell remains in the top-most or leftmost cell.

You can split and merge cells using any table formatting menu. To resize table cells, use controls in the Table pane of the Table Inspector.

To merge table cells:

1. Select a group of two or more adjacent table cells. The group of cells you choose must form a rectangle.
2. Open a table formatting menu and choose Merge Cells.

   You can use the Edit Rows & Columns pop-up menu in the Table pane of the Table Inspector. Alternatively, you can choose Format > Table or hold down the Control key as you click the table again.

   Merging horizontally contiguous cells containing only text or a mixture of text, numbers, formatted numbers, and formulas joins the content from all the original cells as text separated by tabs. Merging vertically contiguous cells containing only text or a mixture of text, numbers, formatted numbers, and formulas joins the content from all the cells as text separated by carriage returns.

   When merging column cells, the cell background takes on the image or color that was in the top-most cell. When merging row cells, the cell background takes on the image or color that was in the leftmost cell.

   When a cell containing text, a number, a formula, or a formatted number is merged with empty cells, the new cell retains the content of the non-empty cell.

When a cell containing a formatted number is merged with empty cells, the new cell retains the formatted number.

To split cells horizontally or vertically:

1. Select a table cell or cells. To split an entire row or column, select all the cells in the row or column.
2. Click Inspector in the toolbar, click the Table Inspector button, click Table, and open the Edit Rows & Columns pop-up menu. To split cells into rows, choose Split Rows, Add Row Above, or Add Row Below. To split cells into columns, choose Split Columns, Add Column Before, or Add Column After.

   You can also choose Format > Table > Split Into Rows or Split Into Columns, or hold down the Control key as you click the table and choose the command from the shortcut menu.

   You can repeat the split operation to create smaller and smaller units within a table cell. To rejoin split cells, select them and choose Merge Cells from the Edit Rows & Columns pop-up menu or choose Format > Table > Merge Cells.

To resize table cells:

- Select the cells and enter values in the Column Width and Row Height fields in the Table pane of the Table Inspector, and then press Return.
- Select cell borders and drag to resize.

To make all table cells the same size:

- Select the table and choose Format > Table > Distribute Rows Evenly and Distribute Columns Evenly.

If there is too much text in a table cell, a clipping indicator appears at the bottom of the cell.

The clipping indicator appears when a table cell contains more text than can be seen.

To avoid clipping, you can drag the cell borders to resize them, or drag a selection handle to resize the entire table. You can also make table rows automatically shrink or expand in height to accommodate the text inside them.

To make table rows automatically grow or shrink to fit their contents:

- Select the table, and then select the checkbox labeled "Automatically resize to fit content" in the Table pane of the Table Inspector.

  With this option selected, table cells automatically get bigger when text extends beyond the cell boundary, and adding rows or columns increases the outside dimensions of the table. As text is removed from a cell, the row height may decrease (if the cell determines the row height). If "Automatically resize to fit content" is not selected, Pages tries to keep the outside dimensions of the table the same when you add rows and columns.

  Note: Table cells cannot span multiple pages, columns, or text boxes.

Aligning Text in a Table Cell

You can align text horizontally and vertically in a table cell. To align text, use the Text pane of the Text Inspector.

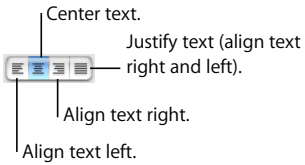
To open the Text pane of the Text Inspector:

- Click the Inspector button in the toolbar (or choose View > Show Inspector), and then click the Text Inspector button. Then click Text.

  (For more information about the Text pane of the Text Inspector, see "Using the Text Inspector" on page 88.)

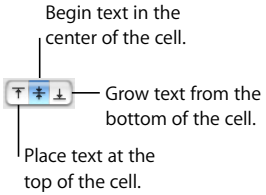
To align text horizontally within table cells:

- Select one or more cells or the entire table, and click one of the horizontal alignment buttons in the Text pane of the Text Inspector.



To align text vertically within cells:

- Select one or more cells or the entire table, and click one of the vertical alignment buttons in the Text pane of the Text Inspector.



You can specify the amount of space between text and its cell border using the Inset Margin slider or field. The amount you specify is applied equally around the text on all four sides.

To adjust the space around text within a table cell:

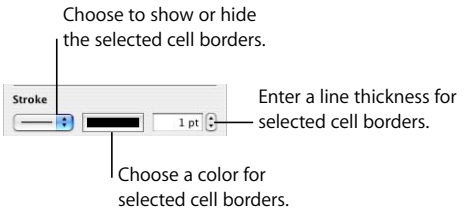
1. Click the cell (or select the whole table to apply the same setting to all cells).
2. In the Text pane of the Text Inspector, drag the Inset Margin slider to the right to increase the space, or enter a value in the field and press Return.

Formatting Cell Borders

You can change the line thickness and color of table cell borders. Or you can hide the cell border of any cell.

To set line thickness and color:

1. Select a cell border or set of cell borders (for more information, see "Selecting Table Cell Borders" on page 168).
2. Click Inspector in the toolbar (or choose View > Show Inspector), and then click the Graphic Inspector button.
3. Type a value in the Stroke field.
4. Click the Stroke color well and select a color in the Colors window.


Choose to show or hide the selected cell borders.
Stroke
1 pt
Enter a line thickness for selected cell borders.
Choose a color for selected cell borders.

To hide a cell border:

1. Select a cell border or set of cell borders.
2. In the Graphic Inspector, choose None from the Stroke pop-up menu.

To create a table with no outside border:

1. Select the table.
2. Click Inspector in the toolbar (or choose View > Show Inspector), and then click the Table Inspector button.
3. In the Table pane, click the second Borders button to select the outside borders.
4. Click the Graphic Inspector button, and choose None from the Stroke pop-up menu.

Adding Images or Background Colors

You add graphics or color to a table cell using the Fill pop-up menu in the Graphic Inspector. You can add images or color to individual table cells, or to the entire table.

To add an image to a table cell:

1. Select a table cell, a group of cells, or the whole table (for more information, see "Using Table Cells and Borders" on page 167).
2. Click Inspector in the toolbar (or choose View > Show Inspector), and then click the Graphic Inspector button.
3. Choose Image Fill from the Fill pop-up menu. (If there's already an image in the cell, click Choose.)

Choose an image fill, color fill, tinted image fill, or gradient fill for any cell or the whole table.

Set the scale of the image within the cell or table.

Drag a new image to the well to change it, or click Choose.

4. Select an image and click Open.
5. Use the Scale pop-up menu to fill the cell the way you want.

If you add an image to the entire table, then when you select an individual table cell, the Fill pop-up menu in the Graphic Inspector displays None. For more details about working with image fills, see "Filling an Object With an Image" on page 148.

To add a background color or gradient fill:

1. Select a table cell, a group of cells, or the whole table (for more information, see "Using Table Cells and Borders" on page 167).
2. In the Graphic Inspector, choose Color Fill or Gradient Fill from the Fill pop-up menu.
3. Click the color well (or wells) and select a color or colors in the Colors window.

   If you add color to the entire table, then when you select an individual table cell, the Fill pop-up menu in the Graphic Inspector displays None. For more details about working with color and gradient fills, see "Using Color and Image Fills" on page 145.

Formatting Numbers

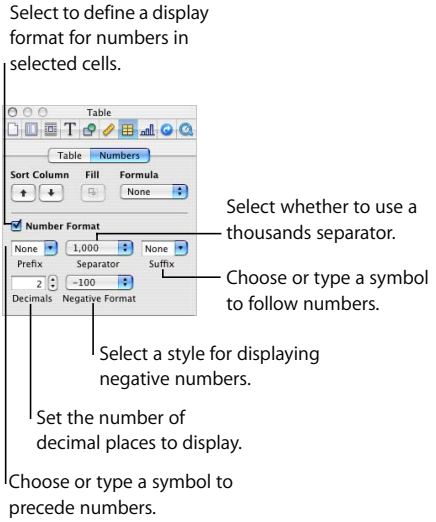
When cells in a table contain or will contain numeric data, you can apply a number format to them so that values in the cells are displayed in a particular way. For example, you can format cells that hold monetary values so that a currency symbol (such as $, £, or ¥) appears in front of numbers in them. See "A Tour of Using Formulas" on page 183 for an example of how formatted numbers are used in the Pages Invoice template.

Defining Number Formats

To define a number format for one or more cells:

1. Select the cell or cells.

   When a selected cell is empty, values entered into it later will be displayed using the number format you define. When a selected cell already contains a number, the format you define is applied to the number.
2. Open the Table Inspector. Click Inspector in the toolbar (or choose View > Show Inspector), and then click the Table Inspector button.
3. Click the Numbers button.
4. Select the Number Format checkbox, and then use the fields below it to define the number format.



If you use the % suffix, data in the cell is displayed followed by the % symbol. If the data in the cell is used in a formula, it's converted into a decimal number. For example, 3% becomes 0.03. See "Using Formulas" on page 183 for details.

After you define a number format, you can associate the format with multiple cells by using autofilling. See "Autofilling" on page 182 for instructions.

Applying Number Formats

To add a value to an empty cell that has a number format:

- Select the cell and type a number. The number format is applied when you press Enter or click outside the cell.

To apply a number format to an existing value:

1. Select one or more cells that contain numbers.
2. Open the Table Inspector. Click Inspector in the toolbar (or choose View > Show Inspector), and then click the Table Inspector button.
3. Click the Numbers button.

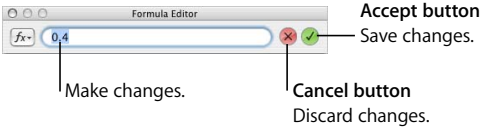
4 Select the Number Format checkbox, and then use the fields below it to define the number format. The format you define is applied to values in the selected cell(s).

To edit a value in a cell that has a number format:

1 Select the cell.

2 Click in the cell or press Return or Enter. The Formula Editor opens, displaying the value but not its formatting.

3 Change the value displayed in the Formula Editor.



Note: If the number format includes the % suffix, the decimal version of the number appears in the Formula Editor, as the example above shows.

4 To retain the new value, click the Accept button in the Formula Editor, press Return, or click outside the editor.

To cancel your change, click the Cancel button in the Formula Editor or press Esc.

To remove a number format from a cell:

- Select the cell, and then deselect the Number Format checkbox in the Numbers pane of the Table Inspector. The number remains, but its formatting is removed.

Sorting Cells

You can sort some or all the rows in a column in ascending or descending order. Rows containing cells being sorted are reordered. Header cells aren't sorted.

To sort:

1 If you want to sort all the cells in a column, select the column, a cell in the column, or a column header.

If you want to sort only some of the cells in a column, select those cells.

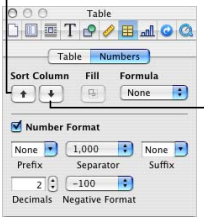
Rows containing the selection will be reordered.

2 Open the Table Inspector. Click Inspector in the toolbar (or choose View > Show Inspector), and then click the Table Inspector button.

3 Click the Numbers button.

4 Use the Sort Column buttons to indicate whether you want to sort in ascending or descending order.

Sort selected column cells in ascending order. Rows containing the cells will be reordered.



Sort selected column cells in descending order. Rows containing the cells will be reordered.

The following table describes how different types of data are sorted in ascending or descending order.

Type of data	Ascending order	Descending order
Text	aA–zZ	Zz–Aa
Numbers	–2, –1, 0, 1, and so on	1, 0, –1, –2, and so on
Cells containing only text, mixed with cells containing only numbers	–2, –1, 0, 1, and so on, then aA–zZ	Zz–Aa, then 1, 0, –1, –2, and so on
Cells containing a mixture of text and numbers	Values starting with numbers first (1z, 1Z, a1, A1)	Values starting with text first (A1, a1, 1A, 1z)
Empty cells	At the bottom	At the bottom
Boolean (TRUE, FALSE)	Above text	Below text

Autofilling

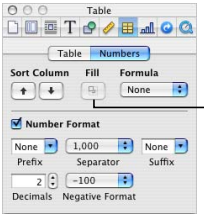
Autofilling is a feature that lets you paste the contents of the upper-left cell in a contiguous group of cells into all other cells in the group. Any data, number formatting, or formula associated with the upper-left cell is pasted into all cells in the group, but background style formatting isn't. (See "Using Formulas" on page 183 to learn about using formulas in table cells.)

If the upper-left cell is empty, autofilling clears all data from cells in the group. Any number formats or formulas associated with cells in the group are changed to match those of the upper-left cell.

Autofilling doesn't set up an ongoing relationship among cells in the group. After autofilling, you can change the data, number formatting, or formula in any of the cells in the group.

To autofill a range of cells:

1. Select the cell whose data, number formatting, and/or formula you want to paste into other cells.
2. Select adjacent cells to autofill, making sure that the cell whose contents you want to paste is the upper-left cell in the group. Cells in the group can be in the same row or column and in adjacent rows or columns, but they must be contiguous. See "Selecting Table Cells" on page 167 for selection instructions.
3. Open the Table Inspector. Click Inspector in the toolbar (or choose View > Show Inspector), and then click the Table Inspector button.
4. Click the Numbers button, and then click the Fill button.



Paste the contents of the upper-left selected cell into the other selected cells.

Using Formulas

A formula is a set of operations for deriving a value. You can add a formula to a table cell to display a value derived using values in other table cells.

For example, you can add a formula to the bottom cell of a column that adds the numbers in all the other cells in the column. If any of the column values change, the total in the bottom cell changes automatically.

Formulas derive values by using operators or functions.

- *Operators* perform operations such as addition (+) and multiplication (*).
- *Functions* are predefined, named operations, such as SUM and AVERAGE.

You don't need to understand more than this to use formulas in tables. Pages templates (such as the Expense Report and Invoice templates) and Pages formula editing tools make basic formulas easy to use. "Operators and Functions for Advanced Table Formula Users" on page 193 provides information for working with more advanced formulas.

A Tour of Using Formulas

Reviewing the formulas built into the Invoice template is a good introduction to Pages formulas.

1 Create a new Pages document using the Invoice template.

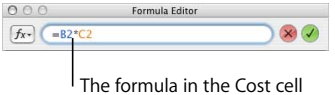
Open Pages, choose File > New, click Stationery, select Invoice, and click Choose.

The table in this template uses formulas to derive the values in the Cost column.

Description	Quantity	Unit Price	Cost
Lorem ipsum dolor sit amet, ligula suspendisse nulla pretium	55	$100.00	$5,500.00
Rhoncus tempor placerat fermentum	13	$90.00	$1,170.00
Enim integer ad vestibulum volutpat rhoncus turpis est, vel elit	15	$40.00	$600.00
Congue wisi enim nunc ultricies sit, magna tincidunt	24	$50.00	$1,200.00
Maecenas aliquam maecenas ligula	21	$5.00	$105.00
Sociis mauris in integer, a dolor netus	23	$2.00	$46.00
Non dui aliquet, sagittis felis sodales	10	$2.00	$20.00
Dolor sociis mauris, vel eu libero	100	$0.30	$30.00
		Subtotal	$8,671.00
		Tax 8.25%	$715.36
		Total	**$9,386.36**

A formula in each cell in the Cost column automatically updates totals when quantity or unit price changes.

2 Select the table, then double-click the value in the Cost cell in the first row. The Formula Editor opens, revealing that the value is derived using a formula.



The formula in the Cost cell in the first row multiplies the values in two other cells—B2 and C2.

The symbol * is the multiplication operator.

3 To understand which cells B2 and C2 are, look at the reference tabs that appeared on the table's top and left sides when the Formula Editor opened.

Columns are referenced alphabetically.

	A	B	C	D	E
1	Description	Quantity		Unit Price	Cost
2	Lorem ipsum dolor sit amet, ligula suspendisse nulla pretium	55		$100.00	$5,500.00
3	Rhoncus tempor placerat fermentum	13		$90.00	$1,170.00
4	Enim integer ad vestibulum volutpat rhoncus turpis est, vel elit	15		$40.00	$600.00
5	Congue wisi enim nunc ultricies sit, magna tincidunt	24		$50.00	$1,200.00
6	Maecenas aliquam maecenas ligula	21		$5.00	$105.00
7	Sociis mauris in integer, a dolor netus	23		$2.00	$46.00
8	Non dui aliquet, sagittis felis sodales	10		$2.00	$20.00
9	Dolor sociis mauris, vel eu libero	100		$0.30	$30.00
10				Subtotal	$8,671.00
11				Tax 8.25%	$715.36
12				Total	$9,386.36

This is cell B2.

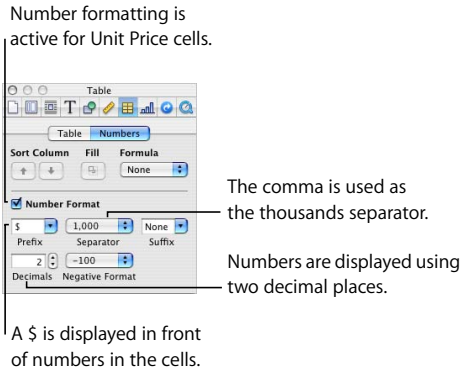
Rows are referenced numerically.

The reference tabs help you quickly identify any cell in a table. In a formula, you refer to a cell by identifying the column, then the row, creating what's known as a *cell reference*.

B2 is the cell reference for column B (Quantity), row 2. C2 is the cell reference for column C (Unit Price), row 2. The value in row 2 of the Cost column (E2) is derived by multiplying Quantity by Unit Price values that reside in row 2.

4 The values in the Unit Price and the Cost column are displayed using a number format.

To see the number format settings, close the Formula Editor by clicking outside the table. Then click the table, click the Unit Price cell in the second row, click Inspector in the toolbar, select the Table Inspector, and click the Numbers button.



See "Formatting Numbers" on page 178 for instructions for using formatted numbers.

5 If the value in a Quantity cell or in a Unit Price cell changes, the formula associated with the Cost cell updates the value it displays.

Double-click the value in B2, type a different number, click outside B2, and notice that the value in E2 changes.

6 The value displayed for each cell in the Cost column above the subtotal is derived using values in each row.

To view the formula for a different Cost cell, double-click the cell. For example, double-click the Cost cell in the third row (E3). Its formula is B3*C3.

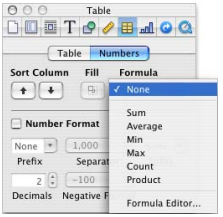
7 Click outside the table, click the table, and then double-click E10, the cell in the Cost column that's next to the label "Subtotal." The formula uses the SUM function to add the values in cells E2 through E9.

In the formula, the cell references are enclosed in parentheses following the function name—SUM(E2:E9). E2 and E9 are separated using a colon. The colon is a shorthand way to refer to a range of cells, in this case, a range of eight cells.

8 Cells E11 and E12 also contain formulas. Examine the formulas in these cells by clicking outside the table, selecting the table, then double-clicking cell E11 or E12. Cell E11 contains a formula that computes sales tax, and cell E12 contains a formula that sums the subtotal and the sales tax.

Adding a Quick Formula

The easiest way to perform a basic calculation using values in a range of adjacent table cells is to add a quick formula using the Table Inspector's Formula pop-up menu.



- Sum totals the values in the cells.
- Average calculates the arithmetic mean of the values in the cells.
- Min determines which value in the cells is the smallest.
- Max determines which value in the cells is the largest.
- Count determines how many of the values in the cells are numbers.
- Product multiplies all the values in the cells.

To perform a basic calculation using column values:

1 Select a range of adjacent cells in a column.

2 Click Inspector in the toolbar, click the Table Inspector button, and click Numbers.

3 Choose a formula from the Formula pop-up menu.

Pages places the formula and its result in the first empty cell beneath the selected cells. If there is no empty cell, Pages creates a new row to hold the result.

If the column has a header cell and you want the formula to use all the values in the column, click the header cell before choosing the formula.

To perform a basic calculation using row values:

1. Select a range of adjacent cells in a row.
2. Click Inspector in the toolbar, click the Table Inspector button, and click Numbers.
3. Choose a formula from the Formula pop-up menu.

   Pages places the formula and its result in the first empty cell to the right of the selected cells. If there is no empty cell, Pages creates a new column to hold the result.

   If the row has a header cell and you want the formula to use all the values in the row, click the header cell before choosing the formula.

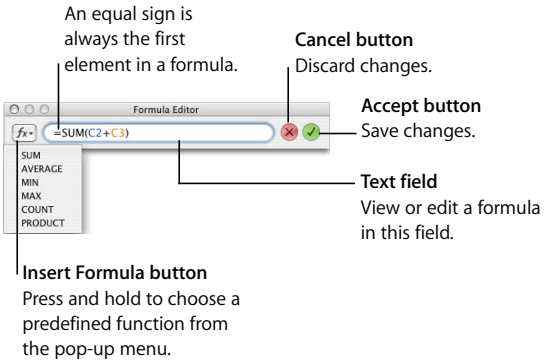
Removing a Formula

To remove a formula from a cell:

1. Select the cell.
2. Press the Delete key.

Using the Formula Editor to Add and Edit Formulas

The Formula Editor lets you create and modify formulas.



To open the Formula Editor:

- Select a table cell and type the equal sign (=).
- Select a table cell that contains a formula, and click in the cell or press Return or Enter.

- Select a table cell, click Inspector in the toolbar, and click the Table Inspector button. In the Numbers pane, choose Formula Editor from the Insert Formula pop-up menu.

To add a new formula using the Formula Editor:

1. Select the cell in which you want to display the result of the formula.
2. Open the Formula Editor. For example, type the equal sign (=).
3. Type a formula in the text field, or click the Insert Formula button to use a predefined function.

   See "Using Cell References" on page 189 to learn techniques for including cell references in your formulas.

   See "Using Predefined Functions" on page 191 to learn how to insert a function into a formula by using the Formula Editor's Insert Formula button.

   See "Performing Arithmetic Operations" on page 191 to learn how to add a formula that performs arithmetic.

   See "Operators and Functions for Advanced Table Formula Users" on page 193 for detailed information about using specific operators and functions in formulas.
4. Click the Accept button to save your formula.

To edit an existing formula:

- Double-click a table cell that contains a formula. The Formula Editor opens, with the formula displayed in the text field. You can use the arrow keys to move the insertion point around in the text field.

To save a formula:

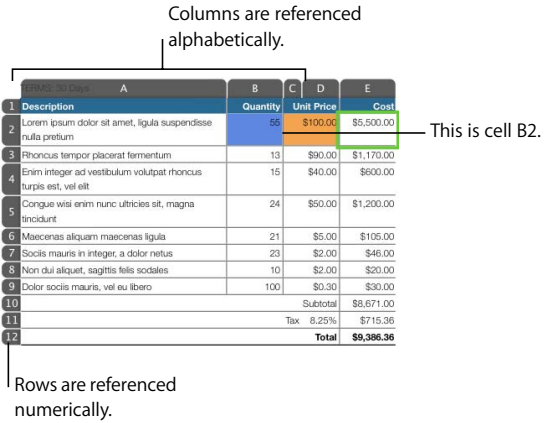
- In the Formula Editor, press Return, press Enter, or click the Accept button.
- Click outside the table.

To discard changes you've made to a formula:

- In the Formula Editor, press Esc or click the Cancel button.
- To close the Formula Editor and discard changes, click the Close button.

Using Cell References

When the Formula Editor is open, cell reference tabs appear on the table's top and left sides.



	A	B	C	D	E
1	Description	Quantity		Unit Price	Cost
2	Lorem ipsum dolor sit amet, ligula suspendisse nulla pretium	55		$100.00	$5,500.00
3	Rhoncus tempor placerat fermentum	13		$90.00	$1,170.00
4	Enim integer ad vestibulum volutpat rhoncus turpis est, vel elit	15		$40.00	$600.00
5	Congue wisi enim nunc ultricies sit, magna tincidunt	24		$50.00	$1,200.00
6	Maecenas aliquam maecenas ligula	21		$5.00	$105.00
7	Sociis mauris in integer, a dolor netus	23		$2.00	$46.00
8	Non dui aliquet, sagittis felis sodales	10		$2.00	$20.00
9	Dolor sociis mauris, vel eu libero	100		$0.30	$30.00
10				Subtotal	$8,671.00
11			Tax	8.25%	$715.36
12				**Total**	**$9,386.36**

The reference tabs help you quickly create a cell reference. A cell reference identifies a column (using letters) and a row (using numbers). For example, A1 is the top left cell. A4 is the cell in the fourth row of the first column.

To add cell references to the Formula Editor's text field:

- To refer to a specific cell, click to place the insertion point in the text field where you want the reference to appear, and then click a cell in the table. The Formula Editor inserts a reference to the cell.

  You can also type a cell reference (A4) in the text field, using the reference tabs as guides.

- To add a reference to a list of individual cells, click each cell. The Formula Editor automatically inserts an addition operator (+) between them.

  You can also type multiple cell references separated by a comma (or a semicolon if you're in a locale where the decimal separator is a comma). For example, to sum values in three cells, you could type SUM(C2,D2,E2) in the text field of the Formula Editor.

- To add a reference to a range of cells, click the Insert Formula button in the Formula Editor and choose a function from the pop-up menu. Drag over the cells you want to add. The Formula Editor inserts the first and last cell references of the range, separated by a colon (A2:A4). See "Using Predefined Functions" on page 191 for more information about the Insert Formula button.

  You can also type or click the first cell, type a colon, and then type or click the last cell.
- To refer to all the cells in a column, type the column's letter. If the column has a header row, you can click the column header cell instead.
- To refer to all the cells in a row, enter 1:1 for the first row header, 2:2 for the second row header, and so on. If the row has a header column, you can click it instead.

Adding a Formula to Multiple Cells

When a table has header cells, you can use them to quickly add a formula to multiple rows or columns.

To use a column header to sum the values in each row:

1. Select the header for the column whose cells you want to contain the formula. We'll use column header C1 as an example.
2. Open the Formula Editor. For example, type the equal sign (=).
3. To add a formula that sums the values in columns A and B, click the column header cell for column A, and then click the column header cell for column B. The Formula Editor text field displays =A+B.

   You could also type A+B in the text field.
4. Click the Accept button or press Return or Enter to save the formula.

   Every cell below the header in column C now contains a version of the formula that refers to cells in only its row. For example, if you select C2 and type the equal sign (=) to open the Formula Editor, you'll see =A2+B2 displayed in the text field.

   As this example illustrates, you can type a cell reference instead of clicking a header cell. To refer to all the cells in a column, type the column's letter, as in the example. To refer to all the cells in a row, type 1:1 for the first row header, 2:2 for the second row header, and so on.

Performing Arithmetic Operations

To create a formula that performs an arithmetic operation, you use arithmetic operators. For example, to add the values in two columns, you could create a formula that looks like this: A2 + A3 + A5.

Here are the basic arithmetic operators. For complete information about operators that Pages supports, see "Defining Formulas That Use Operators" on page 193.

To perform this operation	Use this arithmetic operator	For example
Sum two values	+	A2 + B2
Subtract one value from another value	–	A2 – B2
Multiply two values	*	A2 * B2
Divide one value by another value	/	A2 / B2

To add an arithmetic formula to a cell:

1. Select an empty cell for displaying the results of the formula.
2. Open the Formula Editor. For example, type an equal sign (=).
3. Enter the formula in the text field following the equal sign. For example, to enter the formula A3 * B5 + B6, in the text field following the equal sign you could:
   a. Click or type A3.
   b. Type * (the multiplication operator).
   c. Click or type B5.
   d. Click B6 (if you don't type an operator before clicking, the Formula Editor adds the plus sign (+) automatically).
4. Click the Accept button or press Return or Enter to save the formula.

Using Predefined Functions

The Insert Formula button in the Formula Editor lets you quickly add a function to a formula.

When you use a function, you name the function and, in parentheses following the name, you provide the arguments it needs. *Arguments* specify the data the function will use when it performs its operations.

Here are some examples of formulas that use functions:

- **SUM(A2:A10)**. This formula uses the SUM function to add values in nine cells of the first column. There is one argument, A2:A10. The colon means the function should use the values in cells A2 through A10.
- **AVERAGE (A2,B2,C2)**. This formula uses the AVERAGE function to compute the arithmetic mean of three values in the second row. There are three arguments: A2, B2, and C2.

Here's a summary of the functions you can add using the Insert Formula button.

To perform this operation	Use this function	For example
Sum the values in two or more cells	SUM	SUM(A2:A5)
Average the values in two or more cells	AVERAGE	AVERAGE(A2:A5)
Determine the smallest value in two or more cells	MIN	MIN(A2:A5)
Determine the largest value in two or more cells	MAX	MAX(A2:A5)
Determine how many values in two or more cells are numbers	COUNT	COUNT(A2:A5)
Multiply the values in two or more cells	PRODUCT	PRODUCT(A2:A5)

You can also type these and other functions into the text field of the Formula Editor. For complete information about all the functions that Pages supports, see "Defining Formulas That Use Functions" on page 195.

To use a predefined function in a formula:

1. Select an empty cell for displaying the results of the formula.
2. Open the Formula Editor. For example, type the equal sign (=).
3. Click the Insert Formula button, and choose a function from the pop-up menu.

   Pages inserts the function into the text field, followed by a pair of parentheses.
4. Within the parentheses, insert references to cells whose values you want the function to use.

For example, to refer to nine cells in column A (A2 through A10), you could drag from cell A2 to cell A10. You can also:

a Click or type A2.

b Type a colon.

c Click or type A10.

5 Click the Accept button or press Return or Enter to save the formula.

Operators and Functions for Advanced Table Formula Users

After becoming familiar with the Formula Editor and cell references, you can create a wide variety of formulas.

The remainder of this chapter fully describes the operators and functions that you can include in your formulas when you type them in the text field of the Formula Editor.

Defining Formulas That Use Operators

You use operators in formulas when you want to perform arithmetic or comparison operations:

- **A2 + A3**. This formula adds the values in two cells of the first column.
- **A2 > B6**. This formula determines whether the value in cell A2 is larger than the value in cell B6. If it is, the result is TRUE; otherwise, it is FALSE.

Arithmetic operators perform arithmetic and return numerical results.

This operator	Returns	Example (A2 contains 20 and B2 contains 2)
+	The sum of two values	A2+B2 returns 22
–	The difference between two values	A2–B2 returns 18
*	The product of two values	A2*B2 returns 40

This operator	Returns	Example (A2 contains 20 and B2 contains 2)
/	The result of dividing one value by another value	A2/B2 returns 10
^	The result of raising one value to the power another value	A2^B2 returns 400
%	The result of dividing a value by 100	A2% returns 0.2

Notes:

- When a cell reference points to an empty cell, 0 is the value used.
- When a cell reference points to a cell containing FALSE, 0 is used. If the cell contains TRUE, 1 is used. For example, TRUE + 1 returns 2.
- Using a text string with an arithmetic operator returns an error. For example, 3 + "hello" is not a correct arithmetic operation.

Comparison operators compare two values and return TRUE or FALSE.

This operator	Returns	Example (A2 contains 20 and B2 contains 2)
=	TRUE if two values are equal	A2=B2 returns FALSE
<>	TRUE if two values aren't equal	A2<>B2 returns TRUE
>	TRUE if the first value is greater than the second value	A2>B2 returns TRUE
<	TRUE if the first value is less than the second value	A2<B2 returns FALSE
>=	TRUE if the first value is greater than or equal to the second value	A2>=B2 returns TRUE
<=	TRUE if the first value is less than or equal to the second value	A2<=B2 returns FALSE

Notes:

- Text strings are larger than numbers. For example, "hello" > 5 returns TRUE.
- TRUE and FALSE can be compared with each other, but not with numbers or text strings. TRUE > FALSE, and FALSE < TRUE.
- To type a Boolean value (TRUE or FALSE), type an equal sign, type the value in the Formula Editor, and press Return.

Defining Formulas That Use Functions

The following tables provide information about the three kinds of functions: statistical, numerical, and logical. In the tables, these conventions are used to describe arguments:

- The argument placeholders—x, x_1, and so forth—represent places where input to the functions (such as cell references or constants) should go.
- The ellipsis (...) following a list of arguments means you can use additional arguments. Place a comma between arguments; if you're in a locale where the decimal separator is not a period, place a semicolon between arguments.
- Functions that don't require a specific number of arguments (such as AVERAGE) can include cell range references (such as A4:A6) instead of or in addition to other arguments.

Statistical functions perform statistical calculations.

This function	Returns	Examples
AVERAGE(x_1 ...)	The arithmetic mean of the arguments	AVERAGE(2, 3) returns 2.5
COUNT(x_1 ...)	The number of arguments that are numeric	COUNT(1, 2, "hello") returns 2 COUNT(A1:A4) returns 2 if A1 and A2 contain numbers, but A3 and A4 are empty
MAX(x_1 ...)	The value of the largest argument	MAX(–1, 42, 7) returns 42
MIN(x_1 ...)	The value of the smallest argument	MIN(–1, 42, 7) returns –1

Notes:

- If an argument is a reference to a cell that doesn't contain a number, the argument is ignored. TRUE is interpreted as 1, FALSE is interpreted as 0, and text strings result in an error.

Numerical functions perform arithmetic calculations.

This function	Returns	Examples	Notes
ABS(*x*)	The absolute value of the argument	ABS(3.6) returns 3.6 ABS(–3.6) returns 3.6 ABS(TRUE) returns 1	Interprets TRUE as 1 and FALSE as 0
INT(*x*)	The whole number nearest the argument that is no larger than the argument	INT(3.1) returns 3 INT(3.7) returns 3 INT(–3.1) returns –4 INT(42) returns 42	Interprets TRUE as 1, and FALSE and references to empty cells as 0
MOD(*x*, *y*)	The remainder after dividing *x* by *y*	MOD(5,2) returns 1 MOD(–1.2,7) returns 5.8	The sign of the returned value is the same as the sign of *y*. Also see note at end of table.
PRODUCT(x_1 ...)	The product of the arguments	PRODUCT(2, 4) returns 8	See note at end of table.
ROUND(*x*, *y*)	The number that results after rounding *x* to *y* decimal places	ROUND(3.1415, 2) returns 3.14 ROUND(3.1415, –7) returns 0 ROUND(3.1415, 2.7) returns 3.14	Rounds *y* toward 0 to the nearest integer. If *y*, after rounding, is negative, returns 0. Also see note at end of table.
SIGN(*x*)	1 if *x* is greater than 0 0 if *x* is equal to 0 –1 if *x* is less than 0	SIGN(42) returns 1 SIGN(0) returns 0 SIGN(–42) returns –1	Interprets TRUE as 1, and FALSE and references to empty cells as 0
SUM(x_1 ...)	The sum of the arguments	SUM(1, 2) returns 3 SUM(1, TRUE) returns 2	Also see note at end of table.

Notes:

- If an argument of MOD, ROUND, or SUM is a reference to a cell that doesn't contain a number, the argument is ignored. TRUE is interpreted as 1, FALSE is interpreted as 0, and text strings result in an error.

Logical functions determine whether a particular condition is TRUE or FALSE.

This function	Returns	Examples	Notes
AND(x_1 ...)	TRUE if all the arguments are TRUE, otherwise returns FALSE	AND(TRUE, TRUE) returns TRUE AND(TRUE, FALSE) returns FALSE AND(TRUE, 0) returns FALSE	See note at end of table.
ISERROR(*x*)	TRUE if *x* is erroneous, otherwise returns FALSE	ISERROR(1/0) returns TRUE	
NOT(*x*)	TRUE if *x* is FALSE FALSE if *x* is TRUE	NOT(TRUE) returns FALSE NOT(FALSE) returns TRUE	Interprets 0 as FALSE and all other numbers as TRUE
OR(x_1 ...)	TRUE if any argument is TRUE, otherwise returns FALSE	OR(TRUE, FALSE) returns TRUE OR(FALSE) returns FALSE	See note at end of table.

Notes:

- If an argument of AND or OR is a reference to a cell that doesn't contain TRUE or FALSE, the argument is ignored. When you type arguments, rather than referring to cells for values, zero is interpreted as FALSE, any other number is interpreted as TRUE, and text strings result in an error.

Creating Charts

9

You can turn spreadsheet data into attractive charts. This chapter outlines the basics of creating charts in Pages.

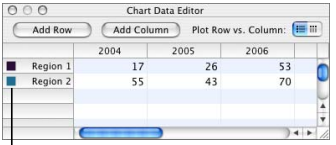
Pages provides tools for creating your own visually appealing charts to present numerical data. You can copy and paste your data from a spreadsheet, or type it directly into the Chart Data Editor to create and edit your charts right on the page.

About Charts

Charts show the relationship of two types of data with respect to each other. For example, if you chart business growth over time, you are showing the relationship between the size of the business and the passage of years. If you chart voting results among different demographic groups, you are showing the relationship between the number of people who voted a certain way and their demographic affiliation. When you enter data for a chart, the two different types of data are represented as *data series* and *data sets*.

Data Series and Data Sets

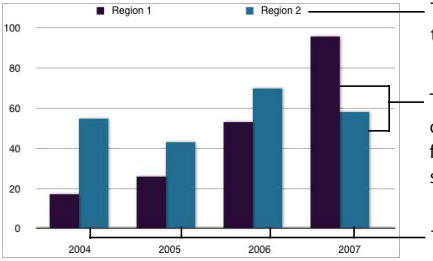
In a business chart, an example of a data series could be one region's profits over four successive years; the data sets could be all of the regions' profits for only one of those years. In the illustration below, the data series (each region's profits) are in rows, and the data sets (each year's profits) are in columns. Each individual value (for example, 17 for Region 1, 2004) is a *data point*.



These squares indicate which color represents each data series.

The colored squares next to the row labels (Region 1 and Region 2) show which color represents each data series in the chart.

The illustration below shows how this data looks as a *column chart*.



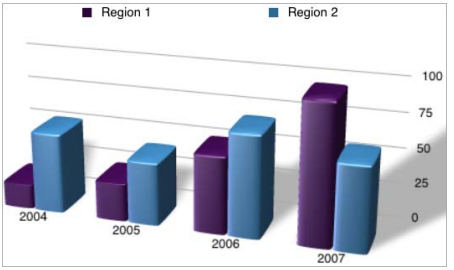
The chart legend denotes the two data series.

The data sets contain one data point (one bar) from each of the data series.

These four bars represent one data series.

In this chart, the data series are represented by rows in the Chart Data Editor. The data points are represented as a series of dark-colored bars and a series of light-colored bars.

Most charts have three-dimensional (3D) versions. Here's what the 3D column chart looks like for the data series above.



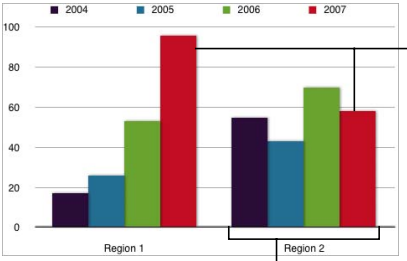
Transposing Data Series and Data Sets

You can easily switch the data series and data sets in your charts—without having to retype the data—by using the Plot Row vs. Column button in the Chart Data Editor.

This button makes the columns of data in the Chart Data Editor the data series.

This button makes the rows of data in the Chart Data Editor the data series.

The column chart below shows the same data, but with the data sets and data series transposed.



For this chart, the data series are represented by columns in the Chart Data Editor pictured earlier. There are now four data series represented as four different-colored bars.

Data series are represented differently in the different kinds of charts provided by Pages.

- In **column charts** and **bar charts,** a data series is represented by a series of bars in the same color (as shown above).
- In a **line chart** (also called a *graph)*, a data series is represented by a single line.
- In an **area chart,** a data series is represented by an area shape.
- In a **pie chart,** only a single data set—the first data point in each series—is represented on the chart (whichever is listed first in the Chart Data Editor).
- In a **scatter chart**, two columns of data are used to plot values for a single data series. Each pair of values determines the position of one data point.

Adding a Chart

Charts can be added inline with text or fixed on the page. (To learn about fixed and inline objects, see "Fixed Objects Versus Inline Objects" on page 124.) After you have added the chart to the page, you can change the chart type and format it by using the Chart Inspector, pictured later in this chapter.

Inserting a Chart

To add a chart inline with text:

1. Place the insertion point wherever you want the chart to appear in the text flow.
2. Click Objects in the toolbar and choose Chart (or choose Insert > Chart). A chart containing placeholder data appears on the page. The Chart Inspector and Chart Data Editor open.

To place a fixed chart:

1. Click anywhere outside the text areas of the document so that no insertion point is visible.
2. Click Objects in the toolbar and choose Chart (or choose Insert > Chart). A chart containing placeholder data appears on the page. The Chart Inspector and Chart Data Editor open.
3. Drag the chart to wherever you want it to appear on the page.

You can also draw a chart on the page.

To draw a chart on the page:

1. Hold down the Option key while you click Objects in the toolbar and choose Chart.
2. Release the Option key and move the pointer over the page until it becomes a crosshair.
3. Drag across the page to create a chart any size you want.

Resizing a Chart

To resize the chart on the page:

- Select the chart in the page and drag the active selection handles.

Selecting a Chart Type

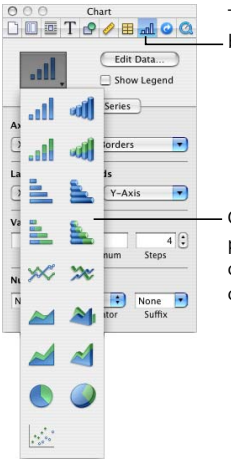
Pages provides numerous types of charts to choose from, including bar charts, 3D bar charts, line charts, 3D line charts, pie charts, and more. After you've placed a chart on a page, you can change its type and format it using the Chart Inspector.

To open the Chart Inspector:

- Click Inspector in the toolbar (or choose View > Show Inspector), and then click the Chart Inspector button.

To select a chart type, do one of the following:

- Choose Format > Chart > [*chart type*].
- In the Chart Inspector, choose a chart from the pop-up menu that appears when you click the chart icon in the upper left.



The Chart Inspector button

Choose a chart type from the pop-up menu. 2D charts are on the left, and 3D charts are on the right.

To change a chart from one type to another:

1. Select the chart.
2. In the Chart Inspector, choose a different chart type from the pop-up menu. You can also choose Format > Chart > Chart Type > [*chart type*].
   - If you switch to a pie chart, Pages charts only the first data set in the Chart Data Editor. See "Pie Charts" on page 211.
   - If you switch to a scatter chart, each point in the chart requires two values, so every series uses two columns in the Chart Data Editor. See "Scatter Charts" on page 215.
   - If you switch to a bar, column, area, or line chart, each series in the new chart corresponds to a row in the Chart Data Editor.
   - If you switch to a 3D version of a chart, the Chart Inspector provides controls for managing object depth and lighting style. See "Using 3D Charts" on page 217.

Formatting you've applied to the chart you're changing may not be applied to the new chart. For example, the color fill attribute has a different default value for each type of chart. If you've changed a column fill color and then change the chart to be a bar chart, the fill color change isn't retained.

- Depending on the type of chart, the attributes that may change when you change a chart's type are show value label, value label position, text style, series stroke, series shadow, series fill, data point symbol, and data point fill.
- Bar/column charts and stacked bar/column charts share attributes except for value label position. Also, bar/column charts have separate fills.
- 3D chart shadows are shared across chart types.

When you change a chart's type and the new type has some of the same attributes, those attributes don't change. Shared attributes include axes, gridlines, tick marks, axis labels, show minimum value, number format, borders, rotation, shadows, and 3D lighting style.

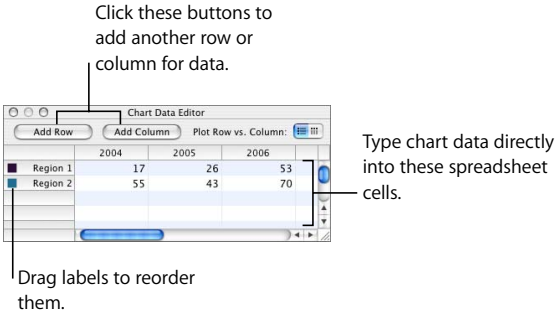
You'll learn more about these attributes throughout the remainder of this chapter.

Editing Chart Data

To edit chart data, open the Chart Data Editor and enter your data by typing it or by copying and pasting from Excel, AppleWorks, or other spreadsheet applications.

To open the Chart Data Editor:

1. Select the chart you want to edit.
2. Choose Format > Chart > Show Data Editor (or click Edit Data in the Chart Inspector).



To copy data from another spreadsheet into the Chart Data Editor:

1. Open the spreadsheet with the data you want, and select all the relevant cells.
2. Choose Edit > Copy (or press Command-C).
3. Select the top cell in the first column of the Chart Data Editor.
4. Choose Edit > Paste (or press Command-V).

To edit the names of rows and columns or the data in a cell:

- Double-click a cell or a row or column label and type.

To reorder rows or columns in the Chart Data Editor:

- Drag a row or column label to a new position.

To add rows or columns in the Chart Data Editor:

- Click Add Row or Add Column to place a row above the selected row or a column to the left of the selected column. If no row or column is selected, the new row or column appears at the bottom or right edge of the table. (To see the new row or column, you may have to press the Return key or the Tab key, expand the Chart Data Editor window, or scroll.)
- Alternatively, select any blank cell, type your data, and press Return. A new row or column is automatically created.

To delete rows or columns:

- Select the row or column label and press Delete.

Formatting Charts

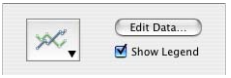
You can resize and reposition charts and chart legends just like any other object. You can format chart elements—fonts, colors, axis labels, and tick marks—to suit your preferences. You can hide the chart legend. You can adjust the angle and lighting style of 3D charts. Most chart formatting tasks are done using the Chart Inspector. You can also accomplish many tasks using shortcut menus.

To open a chart's shortcut menu:

- Hold down the Control key and click a chart.

To hide the chart legend:

1. Click Inspector in the toolbar (or choose View > Show Inspector), and then click the Chart Inspector button.
2. Select the chart.
3. In the Chart Inspector, deselect the checkbox labeled Show Legend.



You can also select the legend and press Delete; you can always display the legend again by selecting the Show Legend checkbox.

Setting Chart Colors

You can format the bars, wedges, and area shapes that appear on each type of chart just as you format any other drawn object. You can give them color fills, gradient fills, image fills, shadows, opacity, or different line styles. You set these attributes in the Graphic Inspector.

To change the color or image in a bar, wedge, or area shape:

1. Select the item (bar, wedge, or area shape).

   If you select one bar in a bar chart, all the bars in that data series are selected.
2. Change chart properties as you would for any drawn object using the Graphic Inspector.

   For more information about changing object properties, see Chapter 7, "Changing Object Properties."

Changing Chart Fonts

You can change the fonts and text colors used for axis labels, data point labels, and legends.

To change chart fonts:

1. Select the text you want to change.

   To change the font on all chart elements, click the chart to select it. If you select the text for one data point or axis label, all the text of that kind is also selected. You change the font for a chart legend separately.

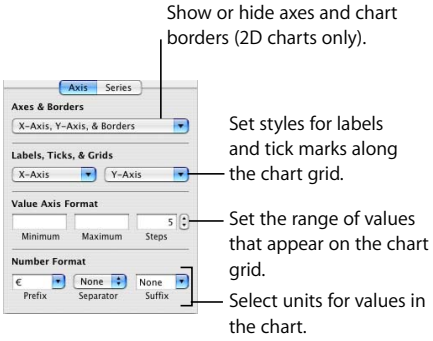
2. Click Fonts in the toolbar (or choose Format > Font > Show Fonts) to open the Font panel.

3. Select a font.

For information about changing text colors, see "Formatting Text Size and Appearance" on page 79.

Adding Labels and Axis Markings

Use the Axis pane in the Chart Inspector to format the grid and general look of the axes for bar charts, line charts, and area charts. You can set the range of values to be displayed along the *value axis*, the axis on which you read the data point values. For column charts (vertical bars), line charts, and area charts, the Y-axis is the value axis. For horizontal bar charts, the X-axis is the value axis. For scatter charts, both axes are value axes. (Pie charts don't have a value axis. To read about formatting pie charts, see "Pie Charts" on page 211.)



To show or hide axes and chart borders:

1. Select the chart.
2. In the Chart Inspector, click the Axis button if it is not already selected.
3. Choose one or more items from the Axes & Borders pop-up menu to select it.

   A selected item has a checkmark next to it; choose the item again to deselect it.

To set the range of numerical values displayed on the chart grid:

1. Select the chart.
2. In the Chart Inspector, click the Axis button if it is not already selected.
3. To set the value at the chart origin, type a number in the Minimum field (under Value Axis Format).

   The Minimum value cannot be higher than the minimum value of your entire data set.
4. To set the highest number displayed on the value axis, type a number in the Maximum field.

   The Maximum value cannot be lower than the maximum value of your entire data set.
5. To specify the number of axis markings between the minimum and maximum values, type a number in the Steps field.

To display the minimum data value on the value axis:

1. Select the chart.
2. In the Chart Inspector, click the Axis button if it's not already selected.

3 Choose Show Value Labels and Show Minimum Value from the Labels, Ticks, & Grids X-Axis or Y-Axis pop-up menu, depending on the chart.

An item is selected when it has a checkmark next to it.

To specify units for axis values:

1 Select the chart.

2 In the Chart Inspector, click the Axis button if it is not already selected.

3 Under Number Format, type text in the Prefix or Suffix field (or choose a symbol from the pop-up menus).

Placing Grid Labels and Tick Marks

The X-Axis and Y-Axis pop-up menus in the Axis pane of the Chart Inspector provide an array of options for placing tick marks, labels, and gridlines along the value axis or the series axis. The options in these pop-up menus (pictured on the following page) vary depending on the kind of chart you select.

For vertical bar charts (column charts), line charts, and area charts, the Y-axis is the value axis and the X-axis is the series axis. For horizontal bar charts, the X-axis is the value axis. For scatter charts, both axes are value axes. For 3D charts, the X and Y axes are the same as their 2D counterparts.

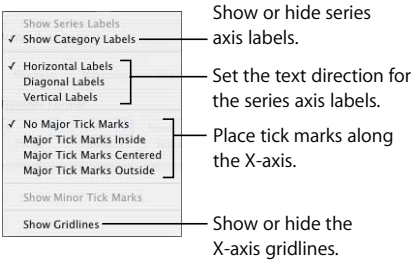
Pop-up menus are pictured on the following page as they appear when a column chart is selected.

To place grid labels and tick marks along an axis:

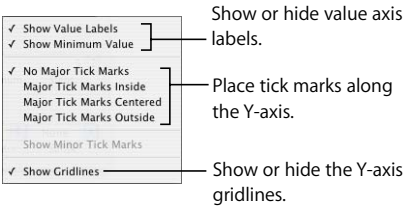
1 Select the chart.

2 In the Chart Inspector, click the Axis button if it is not already selected.

3 To add grid labels and tick marks along the X-axis, choose an option from the X-Axis pop-up menu. The menu for a column chart looks like this:


Show Series Labels
✓ Show Category Labels
✓ Horizontal Labels
Diagonal Labels
Vertical Labels
✓ No Major Tick Marks
Major Tick Marks Inside
Major Tick Marks Centered
Major Tick Marks Outside
Show Minor Tick Marks
Show Gridlines
Show or hide series axis labels.
Set the text direction for the series axis labels.
Place tick marks along the X-axis.
Show or hide the X-axis gridlines.

4 To add grid labels and tick marks to the Y-axis, choose an option from the Y-Axis pop-up menu. Here's what the menu looks like for a column chart:


✓ Show Value Labels
✓ Show Minimum Value
✓ No Major Tick Marks
Major Tick Marks Inside
Major Tick Marks Centered
Major Tick Marks Outside
Show Minor Tick Marks
✓ Show Gridlines
Show or hide value axis labels.
Place tick marks along the Y-axis.
Show or hide the Y-axis gridlines.

Formatting the Elements in a Data Series

You can use a variety of visual effects to enhance the appearance of data series elements.

To add data point labels:

1 Select the chart or an element in a data series.

For all chart types except pie charts, selecting one element (such as a bar) of a series automatically selects the full series. For pie charts, you can select individual wedges.

2 In the Chart Inspector, click the Series button.

3 Choose Show Value from the Data Point Label pop-up menu.

4 To specify the number of decimal places you want to display, type a number in the Decimals field.

5 To change the position of data point labels, choose an option from the Data Point Label pop-up menu.

6 Use the Font panel (Format > Font > Show Fonts) to choose a font, font size, and style for the data point labels.

For pie charts, you can show data point labels as a percentage of the whole or as absolute values by selecting or deselecting "Show Pie Values as Percentages" in the Data Point Label pop-up menu. You can also show the series names.

Some chart styles offer other options for formatting series elements. See the following sections for information about special formatting options for pie charts, bar and column charts, area and line charts, scatter charts, and 3D charts.

Pie Charts

For pie charts, Pages charts only the first data set in the Chart Data Editor (the first data point for each data series). If the data series are in rows in the Chart Data Editor, only the first column is charted; if the data series are in columns in the Chart Data Editor, only the first row is charted. Thus, one pie chart represents a single data set, and each wedge is one element in that set. Other data sets in the Chart Data Editor are maintained, but they are not displayed in the pie chart. You can chart any data set by moving it to the first position in its row or column.

To select individual pie wedges:

1 Select the chart, then click to select a single wedge.

2 To select additional wedges, do one of the following:

- To select all the wedges, choose Edit > Select All (or press Command-A).
- To select noncontiguous wedges, hold down the Command key as you select each wedge.
- To select a continuous range of wedges, select the first wedge, then hold down the Shift key as you select the last wedge.

On pie charts, in addition to showing values for wedges, you can display the series name.

To show a series name in a pie chart:

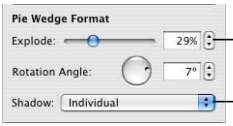
1. Select the chart or individual pie wedges.
2. In the Chart Inspector, click the Series button.
3. Choose Show Series Name from the Data Point Label pop-up menu.
4. Choose Inside or Outside from the Data Point Label pop-up menu.

You can separate any (or all) of the pie wedges.

To separate individual pie wedges:

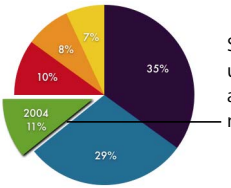
1. Select the individual pie wedges. (To select more than one pie wedge, hold down the Command key as you click each wedge.)
2. Drag the pie wedges or the Explode slider until the pie wedges are separated as far as you want.

You can also type a number in the Explode field, or use the arrows to increase or decrease the number.



Separate individual pie wedges.

Add shadows to individual wedges or the whole pie.



Set a pie wedge apart by using the Explode slider and giving it a series name.

You can put shadows on individual pie wedges or on the pie as a whole. Putting shadows on individual wedges makes it look like the wedges are in different layers.

To put shadows on individual pie wedges:

1. Select the chart or individual pie wedges.
2. In the Chart Inspector, click the Series button.
3. Choose Individual from the Shadow pop-up menu.
4. In the Graphic Inspector, set shadow attributes. (For more information, see "Adding Shadows" on page 153.)

To put a shadow on the whole pie:

1. Select the chart.
2. In the Series pane of the Chart Inspector, choose Group from the Shadow pop-up menu.
3. In the Graphic Inspector, set shadow attributes. (For more information, see "Adding Shadows" on page 153.)

You can also change the opacity of the chart and individual chart elements, such as the legend. (For more information, see "Adjusting Opacity" on page 154.)

To rotate a pie chart:

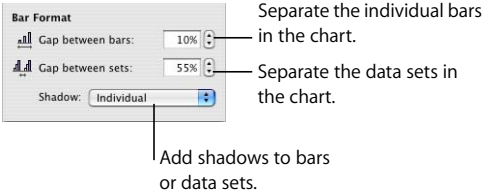
- Select the chart and drag the Rotation Angle wheel in the Series pane of the Chart Inspector, or type a value in the Rotation Angle field.

Bar and Column Charts

You can apply shadows to individual data series or to the entire chart. You can adjust the opacity for the chart as a whole or for individual series (but not individual bars). You can also adjust the spacing between data sets or individual bars.

To adjust spacing between individual bars or data sets:

1. Select the chart.
2. In the Chart Inspector, click the Series button if it is not already selected.



3 To change the space between bars, type a value (or click the arrows) in the "Gap between bars" field.

4 To change the space between data sets, type a value in the "Gap between sets" field.

The value is the percentage of the bar thickness. Decreasing the space between the bars makes them thicker. You can also move the pointer near a bar edge until it becomes a double-headed arrow, then drag to make the bars thicker or thinner.

To put a shadow on each bar:

1 Select the chart or a data series.

2 In the Series pane of the Chart Inspector, choose Individual from the Shadow pop-up menu.

If you select one data series and choose an item from the Shadow pop-up menu, the choice applies to all series in the chart.

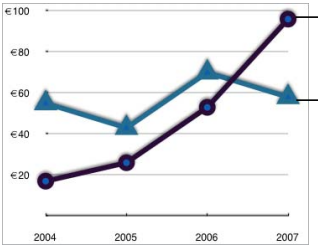
3 In the Graphic Inspector, set shadow attributes. (For more information, see "Adding Shadows" on page 153.)

To adjust the opacity of a chart:

- Select the chart and drag the Opacity slider in the Graphic Inspector. For more information, see "Adjusting Opacity" on page 154.

Area Charts and Line Charts

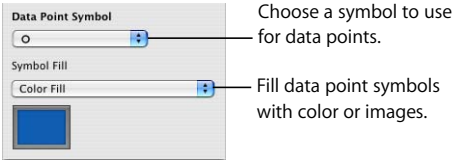
In area and line charts, you can use symbols—circles, triangle, squares, and diamonds—to represent data points.



To use a symbol for the data points in a series:

1 Select a data series (area shape or line).

2 In the Series pane of the Chart Inspector, choose a symbol from the Data Point Symbol pop-up menu.


Data Point Symbol
Symbol Fill
Color Fill
Choose a symbol to use for data points.
Fill data point symbols with color or images.

3 Fill the symbol by choosing one of the options in the Symbol Fill pop-up menu.

To set the line color and shadow:

- Use the Stroke and Shadow controls in the Graphic Inspector.

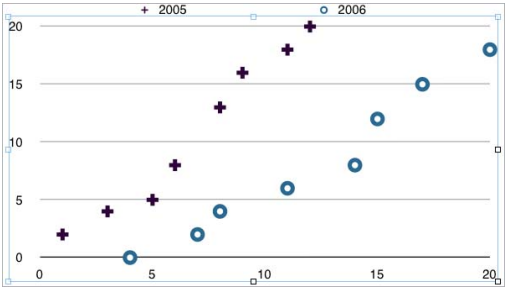
For more information about using the Graphic Inspector to set line color, shadow, and the fill for data point symbols, see Chapter 7, "Changing Object Properties."

Scatter Charts

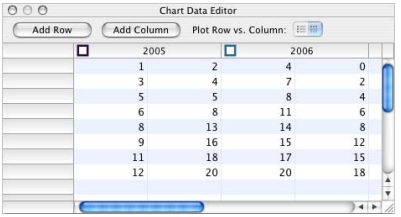
Scatter charts display data differently from the other kinds of charts. They require at least two columns of data to plot values for a single data series. To show multiple data series, you use additional two-column pairs.

Each pair of values determines the position of one data point. The first data value in the row is the X-axis of the point. The second data value is the Y-axis of the point.

Here's what the default scatter chart looks like:



You can view the data for this chart in the Chart Data Editor:



To control the appearance of a scatter chart:

- To format a symbol for a data series, choose a symbol from the Data Point Symbol pop-up menu in the Series pane of the Chart Inspector. You can adjust the stroke and fill settings of a scatter plot data point symbol by using the Graphic Inspector.
- To specify axis settings, use the Axis pane of the Chart Inspector. Because both axes of scatter charts have values, value axis format settings apply to both X-axis and Y-axis. Each axis can have its own number format.

Rotating Charts

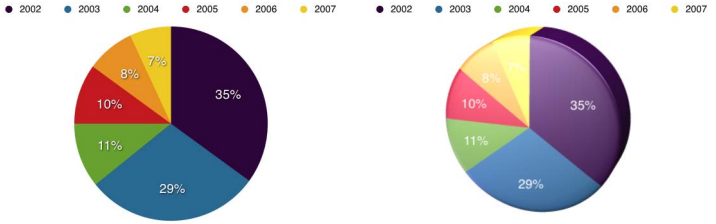
You can rotate charts by dragging a selection handle (see page 133) or by using the Metrics Inspector (see page 155). Pie charts can also be rotated using the Chart Inspector (see page 213).

You can't rotate or flip 3D charts. If a 3D chart is grouped with 2D charts, you can rotate the group, but only the 2D charts in it will rotate.

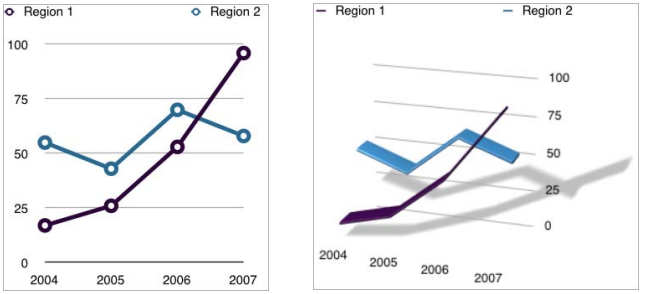
Using 3D Charts

All the chart types except scatter charts can be displayed as 3D charts.

Here are 2D and 3D versions of the default pie chart.



And here are 2D and 3D versions of the default line chart.



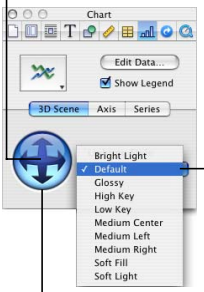
To select a 3D chart type:

- In the Chart Inspector, choose one from the chart type pop-up menu. You can also choose Format > Chart > Chart Type > [*3D chart type*].

To define 3D scene settings:

- Select a 3D chart, click 3D Scene in the Chart Inspector, and modify the chart's viewing angle and lighting style as desired using the 3D Scene controls.

Click the intersection of the arrows and drag to move the chart both ways.



Choose an item from the Lighting Style pop-up menu to adjust the lighting effect.

Drag an arrow to adjust the viewing angle. Click one arrow at a time to move the chart in a single direction (left-right or up-down).

To resize a 3D chart:

- Select the chart and drag the active selection handles. The chart is resized through all three dimensions.

Personalizing Documents With Address Book Data

10

This chapter tells you how to use contact information stored in Address Book and vCards to personalize letters, envelopes, and other Pages documents.

You can insert names, phone numbers, addresses—any data you've defined for contacts in Address Book—into Pages documents. You can also insert data from a virtual address card (vCard) that someone has sent you. This capability (sometimes referred to as *mail merge*) lets you reuse a letter, contract, envelope, or other document for multiple people when you insert person-specific data into Address Book fields in the document.

Understanding Address Book Fields

When a Pages document contains Address Book fields, contact data is automatically inserted into the Address Book fields. Address Book fields identify which Address Book or vCard data to insert and where to insert it.

A document can contain two kinds of Address Book fields:

- A **sender field** displays information about the document's distributor. For example, a letter can be formatted with a header that uses sender fields to display a company's name, address, and phone number.

  Pages automatically fills sender fields with data from the Address Book card that's designated My Card. But you can use another card to populate sender fields if you prefer.
- A **recipient field** displays information for a person who will receive the document. For example, you can use recipient fields to insert a person's name at various locations in a letter.

When you want to personalize a document for multiple recipients, you specify an Address Book group or select multiple individual cards. Pages creates a separate version of the content for each contact. In each version of the document, the same sender data is used, but the recipient fields are personalized. Personalized results can be printed or saved in a new document with a section for each contact.

Using Address Book Fields

Many of the Pages templates have predefined Address Book fields.

You can also create your own Address Book fields, as "Defining Your Own Address Book Fields" on page 222 describes.

To insert sender data:

- Open a document that contains sender fields, such as a letter template. Pages automatically inserts data from your Address Book My Card into the fields. If the card doesn't contain data for any of the sender fields, the field label is displayed.

  If you want to use a different card for sender data, drag an Address Book card or vCard to a sender field in the document. The new card's data is applied to all sender fields in the document.

To insert recipient data for one contact:

1. Open a document template that contains recipient fields.
2. Select the contact's Address Book card or vCard and drag it to a recipient field. The contact's data appears in all the recipient fields in the document. If the card doesn't contain data for one of the recipient fields, the field label is displayed.
3. Save or print the document if desired.
4. To reuse the document with another contact's data, select another card and drag it to a recipient field. The new data replaces the recipient data inserted in step 2.

To insert recipient data for all contacts in an Address Book group:

1. Open a document that contains recipient fields.
2. Choose Edit > Merge Address Book Cards, then choose a group or All from the pop-up menu.

   You can also select a group or All in Address Book and drag it to a recipient field in the document.

3 In the dialog that appears, select "Place merge results in a new document" to create a new document that contains a section for each contact in the group. Otherwise, select "Send merge results to printer" to print a personalized copy of the document for each contact in the group.

The original document is not affected by the merge. You can reuse it for additional merges as required.

To insert recipient data for contacts in multiple cards:

1 Open a document that contains recipient fields.

2 Select the Address Book cards you want to use, and drag them to a recipient field.

3 In the dialog that appears, click "Place merge results in a new document" to create a new document that contains a section for each contact. Otherwise, click "Send merge results to printer" to print a personalized copy of the document for each contact.

The original document is not affected by the merge. You can reuse it for additional merges as required.

To insert data you type into Address Book fields:

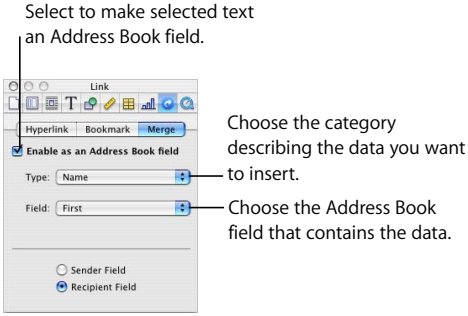
1 When you want to use contact information that isn't in Address Book or a vCard, click an Address Book field and type the data you want to use. The Address Book field is replaced by the text you type.

2 To retain the version of the document containing Address Book fields you've eliminated, choose File > Save As to save your changed document as a new file.

If you don't need to save your changes, simply choose Edit > Undo Typing to restore the original Address Book fields.

Defining Your Own Address Book Fields

When you need to modify an Address Book field or create new Address Book fields, you use the Merge pane of the Link Inspector.



To create an Address Book field:

1. Open a Pages document.
2. Place the insertion point at the location where you want the Address Book field to appear.
3. If the Link Inspector isn't open, choose Insert > Address Book Field. Otherwise, select "Enable as an Address Book field" in the Merge pane of the Link Inspector. A placeholder for the Address Book field is inserted and highlighted.
4. In the Merge pane of the Link Inspector, open the Type pop-up menu. Choose the category that best describes the kind of data you want inserted into the field.
5. From the Field pop-up menu, choose the Address Book field whose data you want to insert into the Address Book field. The placeholder text is replaced by the name of the Address Book field you selected.
6. Click Sender Field or Recipient Field to indicate the kind of Address Book field you want to create.

   To create a field with a custom name, select the text in your document that you want to use as the Address Book field name, then go to step 3 above.

To change an Address Book field to use work, home, or other Address Book data:

- When a document uses an Address Book field that has work, home, or other variations, you can quickly switch from one variation to another by choosing Edit > Choose Address Label > Home, Work, or Other.

To change an Address Book field label:

1. Click the Address Book field whose label you want to change.
2. Type the new label.
3. Select the new label.
4. If the Link Inspector isn't open, choose Insert > Address Book Field. Otherwise, select "Enable as an Address Book field" in the Merge pane of the Link Inspector.
5. In the Merge pane of the Link Inspector, click the Type pop-up menu. Choose the category that best describes the kind of data you want inserted into the field.
6. From the Field pop-up menu, choose the Address Book field whose data you want to insert into the Address Book field.
7. Click Sender Field or Recipient Field to indicate the kind of Address Book field you want to create.

To change an Address Book field:

- To disable an Address Book field, click it, and then deselect "Enable as an Address Book field" in the Merge pane of the Link Inspector. If the Link Inspector isn't open, click Inspector in the toolbar, and then click the Link Inspector button.
- To change the underlying Address Book field, click the Address Book field in your document, and open the Link Inspector. In the Merge pane, use the Type and Field pop-up menus to specify the new field.
- To change an Address Book field from a sender field to a recipient field or vice versa, click the Address Book field and open the Link Inspector. Click Sender Field or Recipient field, as appropriate.
- To delete an Address Book field, click it and then press the Delete key.

Printing and Exporting Your Document to Other Formats

11

This chapter describes the various ways you can print, view, and share your Pages document.

In addition to printing or faxing your document, you can share your document electronically. By exporting to other document formats, you can collaborate with others who use AppleWorks or Microsoft Word. You can also make your document available on the web as a PDF file or as an HTML page.

Printing Your Document

Pages and Mac OS X provide you with tools to print all or part of your document in various layouts, and to adjust the color of the printed document.

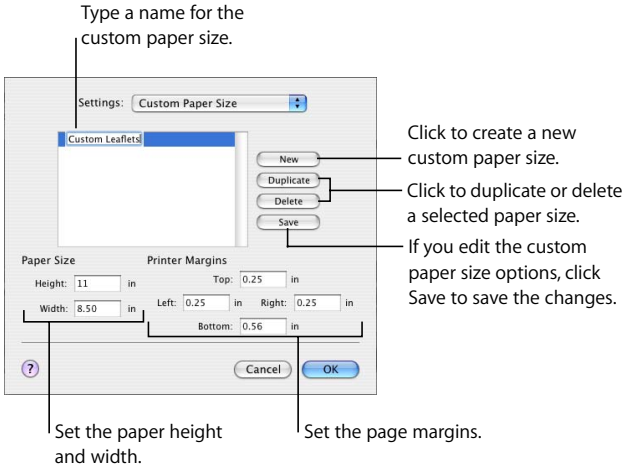
Setting the Paper Size and Orientation

Before you print, you should make sure the paper size and orientation are set the way you want by opening the Page Setup dialog.

To set paper size and orientation:

1. Choose File > Page Setup.
2. In the Page Setup dialog, choose the printer you will use from the "Format for" pop-up menu.
3. Choose a standard paper size from the Paper Size pop-up menu.

   If you want to set a custom paper size and you're using Pages with Mac OS X version 10.3, go to step 4. If you're using Mac OS X version 10.4, go to step 5.
4. In Mac OS X version 10.3, choose Custom Paper Size from the Settings pop-up menu.



a Click New and type a name for the new paper size.

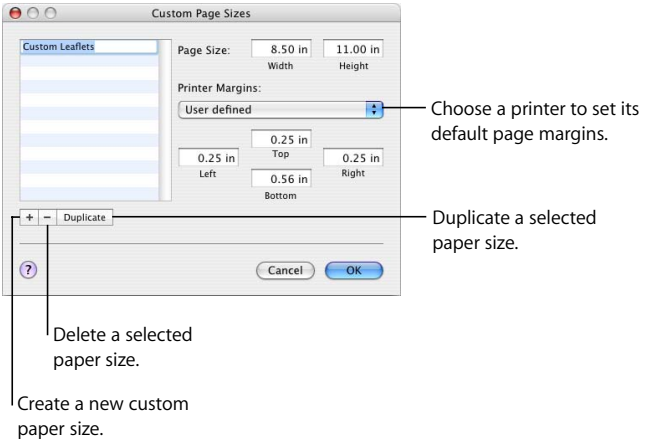
b Specify the paper's height and width in the Paper Size fields, and specify the printable area margins you want to use in the Printer Margins fields.

c Click Save.

d Choose Page Attributes from the Settings pop-up menu. Choose the new paper size you named in the Paper Size pop-up menu. It will be near the bottom of the list.

e Click OK.

5 In Mac OS X version 10.4, choose Manage Custom Sizes from the Paper Size pop-up menu.



a Click the Add (+) button, and enter values in the Page Size fields.

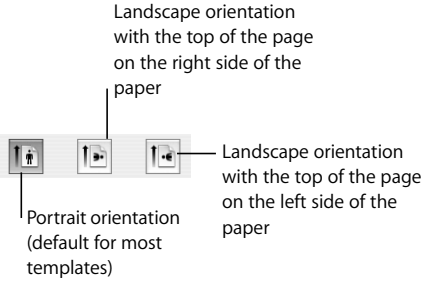
b Either choose your printer's default margins from the pop-up menu, or enter your own values for margins in the Left, Right, Top, and Bottom fields.

c If you want to change the custom size's name, double-click the name in the list and enter a new name.

d Click OK.

e Choose the new paper size you named from the Paper Size pop-up menu, and click OK.

6 Select an orientation option using one of the buttons at the bottom of the Page Setup dialog.


Landscape orientation with the top of the page on the right side of the paper
Landscape orientation with the top of the page on the left side of the paper
Portrait orientation (default for most templates)

Printing All or Part of Your Document

You can print your entire document, a selected page range, or only odd or even pages. You can also print several pages on a single sheet of paper or print pages in reverse order.

To make sure everything is laid out the way you expect, it's a good idea to preview a document before you print it out.

To preview a document for printing:

1. Choose File > Print, and then click the Preview button in the Print dialog.

   Preview shows what individual document pages will look like when printed. It doesn't show the effects of some layout options, such as borders. (For more information about layout options, see "Setting a Print Layout and Other Options" on page 228.)
2. Select the checkbox labeled Soft Proof at the bottom-left corner of the Preview window to take your printer's capabilities into account. For example, if you're printing a color document to a black-and-white printer, selecting Soft Proof previews the document in black and white.
3. Click Print to print your document directly from the Preview window.

   For information about using Preview, see Preview Help. (Choose Help > Preview Help when the Preview window is active.)

To print the full document or a range of pages:

1. Choose File > Print.
2. Choose the printer you want to use from the Printer pop-up menu. If you don't see the printer you want to use and you're using Pages in Mac OS X version 10.3, choose Edit Printer List and add it. In Mac OS X version 10.4, choose Add Printer.

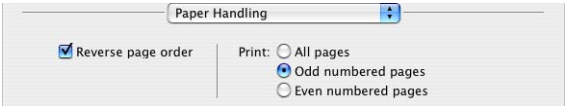
   To learn about adding a printer, search for "Adding a printer" in Mac OS Help. To find out where the printer you are using is located, pause with the pointer over the printer's name when you are choosing it from the Printer pop-up menu.
3. Type the number of copies you want to print in the Copies field, and select the checkbox labeled Collated if you want each group of pages to print together in order before printing the next group. If you want to print a batch of page 1, then page 2, then page 3, and so on, deselect the checkbox.
4. To print the entire document, select All next to Pages.
5. To print a range of pages, select From, and then type the page number of the first page in the From field, and the page number of the last page in the "to" field.
6. Click Print.

Setting a Print Layout and Other Options

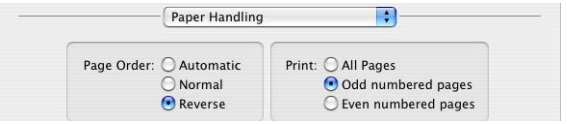
The Copies & Pages pop-up menu in the Print dialog provides several other printing options, including using ColorSync to adjust color (see page 230), printing your document in reverse order, printing only odd or even pages, printing a cover page (separator page), and more. After you have set your preferred printing options, you can save these settings as a *preset* so that you can use them again without going through all the steps.

To print the document pages in reverse order:

- In Mac OS X version 10.3, choose Paper Handling from the Copies & Pages pop-up menu, and select the checkbox labeled "Reverse page order."



- In Mac OS X version 10.4, choose Paper Handling from the Copies & Pages pop-up menu, and select Reverse.

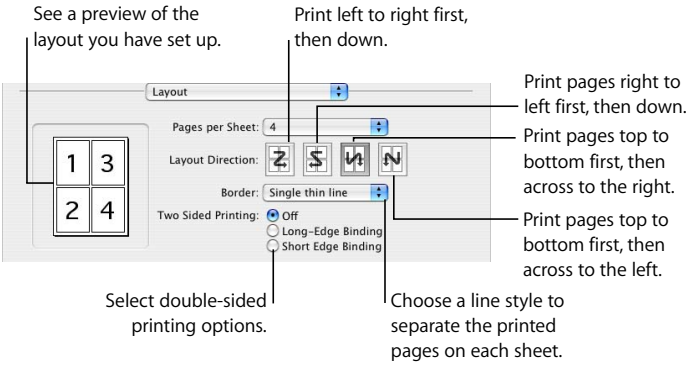


To print only odd or even pages:

- Choose Paper Handling from the Copies & Pages pop-up menu, and select "Odd numbered pages" or "Even numbered pages."

To print several pages on a single sheet of paper:

1. Choose Layout from the pop-up menu below the Presets pop-up menu.


See a preview of the layout you have set up.
Print left to right first, then down.
Print pages right to left first, then down.
Print pages top to bottom first, then across to the right.
Print pages top to bottom first, then across to the left.
Select double-sided printing options.
Choose a line style to separate the printed pages on each sheet.
Layout
Pages per Sheet:
4
Layout Direction:
Border:
Single thin line
Two Sided Printing:
Off
Long-Edge Binding
Short Edge Binding
1
3
2
4

2. Choose the number of pages you want to appear on each sheet from the "Pages per Sheet" pop-up menu.
3. Select a layout direction.
4. Choose the line style you want to separate each printed page from the Border pop-up menu.

To print double-sided:

- Choose Layout from the pop-up menu below the Presets pop-up menu, and then select one of the following:
  - **Long-Edge Binding:** Prints the pages to be bound lengthwise.
  - **Short-Edge Binding:** Prints the pages to be bound on the short side of the paper.

  Note: Not all printers can print double-sided. Check the documentation that came with your printer.

To save your printing options as a preset:

- Choose Save As from the Presets pop-up menu in the Print dialog and type a name for the preset.

  To use the same settings in the future, choose the preset's name from the Presets pop-up menu.

Adjusting the Document Color With ColorSync

You can make printed documents lighter, darker, or sepia-toned, or add other effects, by adding a Quartz filter to your printer output. The filter uses ColorSync technology to modify the printed document without modifying the document itself. You can also use ColorSync to change the resolution of your document.

Note: Not all printers can print in color. Check the documentation that came with your printer.

To adjust document color:

1. Choose File > Print.
2. Choose ColorSync from the pop-up menu below the Presets pop-up menu in the Print dialog.
3. Choose an option from the Color Conversion pop-up menu:
   - **Standard:** Uses the default settings in Pages to control the color management of the printed document.
   - **In Printer:** Lets the printer you're using control the color management of the printed document.
4. Choose an option from the Quartz Filter pop-up menu.

   To see a preview of the printed document with the Quartz filter you have chosen, click Preview.

After you have selected the Quartz filter you want, you can save this setting as part of your preset, as described above. For more information about ColorSync and Quartz filters, see ColorSync Utility Help by opening the ColorSync application (located in Applications/Utilities), and then choosing Help > ColorSync Utility Help.

The ColorSync Utility icon

Exporting to Other Document Formats

You can share your Pages documents across different platforms by exporting them to other formats, such as Microsoft Word, PDF, or HTML. You can also save a document so it can be opened using Pages in iWork '05.

To export a document to another file format:

1. Choose File > Export.
2. Choose a format for the document and click Next.
3. Type a new name for the document.
4. Choose where you want to save the document.
5. Click Export.

You can export a Pages document in these formats:

- **PDF:** PDF files can be created using an image quality of good, better, or best. They can be viewed or printed in Preview, viewed or printed in Safari on Mac OS X version 10.4, and edited with a PDF application.

  When you export a Pages document on a computer with Mac OS X version 10.4, hyperlinks are exported. Hyperlinks are created in the PDF document for table of contents entries, footnotes and endnotes, webpages, email messages, and bookmarks.

  The PDF file is a "Digital Master" PDF file, which is larger than a typical PDF file because the resolution of images isn't scaled down. The PDF file preserves font characters used in the document.
- **Word:** Word files can be opened and edited in Microsoft Word on a Mac OS X computer or on a Windows computer.

Because of text layout differences between Microsoft Word and Pages, an exported Word document may contain a different number of pages than its Pages counterpart. Also, special typographic features and some graphics may not display as well, particularly those using transparency (alpha channels). Tables and column layouts may not export identically, and charts created in Pages appear as static images.

- **HTML:** HTML files support sound and movie files and can be viewed in Safari or other applications that render HTML.

  Some formatting is not preserved. For example, text wrap, headers and footers, footnotes, tab stops, and text transparency aren't exported. Export to PDF if you want to preserve all your formatting.

  Pages saves the graphics that appear in the document as separate files in a new folder. The graphics files folder is labeled with the HTML document's name followed by "_files" and is saved in the same folder as the HTML document. If you move the document, move the graphics files with it.
- **RTF:** RTF files retain most of the text formatting and graphics. You can open and edit RTF files in a word processor.
- **Plain text:** Plain text files can be opened and edited in a text editing application, such as TextEdit. However, exporting to a plain text file removes all your formatting, and images aren't exported.

To save a document as an iWork '05 document:

1. Choose File > Save As or File > Save.
2. Select "Save a copy in iWork '05 format."
3. Type a new name for the document.
4. Choose where you want to save the document.
5. Click Save.

Users of Pages in iWork '05 can open and use the document, but won't have access to the new, iWork '06 features. For example:

- Address Book fields and comments are removed.
- Endnotes are converted to footnotes.
- An image masked with a shape gets a rectangular mask.

- A curved or polygonal shape isn't editable.
- A custom shape is converted to a predrawn shape.
- Formulas in table cells are removed, and the last calculated value is displayed.
- Number formatting isn't supported, so the last calculated value is displayed with the formatting directly applied.
- 3D charts are converted to 2D charts.

Designing Your Own Document Templates

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This chapter is for designers who want to create their own document templates.

This chapter assumes you are already familiar with the design and formatting features of Pages described in earlier chapters.

The templates that come with Pages provide ideas for page designs, and also define the look of charts, tables, and text. Within each template, the following attributes can be defined:

- Page orientation
- Page margins
- Page numbering
- Background graphics (watermarks)
- A variety of text styles, including body text, headers, footers, callouts, and so on
- Table of contents styles
- Bullet and numbering styles
- Object fills and line styles for drawn objects
- Chart colors and styles
- Look of tables
- Additional template page designs

You can modify any of these attributes to create your own templates. Creating your own template can also be as simple as selecting an existing template and adding your company logo to the page.

If you want to customize an existing template—for example, by adding images, changing the placeholder text, or defining new text styles—see the relevant sections in this chapter, and then read "Step 4: Saving a Custom Template" on page 243.

If you want to design a new template from scratch, begin with a Blank template. It may be useful to proceed through all of the sections in this chapter in order.

Step 1: Setting Up the Document

Before you get into the deeper levels of designing the document, you should make sure to specify the general "size and shape" of the document. Doing this first will ensure consistency throughout the document. To set up your document, take care of these tasks first:

1. Set paper size and orientation.

   Consider the paper size and orientation that will be used for the finished document. For example, if you are creating a template for envelopes, make sure that you have selected the correct envelope size (or created a custom size) before you proceed with further document design. To learn about setting the paper size and orientation, see "Setting the Paper Size and Orientation" on page 224.

2. Set page margins.

   Define the body text area and header and footer text areas. If your document will be bound, you can set different margins for right- and left-facing pages. Document margins are set in the Document Inspector. For more information, see "Setting Page Margins" on page 61 and "Creating a Document With Left- and Right-Facing Pages" on page 66.

3. Insert page numbering.

   If your document requires page numbering or footnotes, set these up using the Document Inspector. For more information, see "Adding Footnotes and Endnotes" on page 68.

Placing Master Objects

If you want to add images that appear in the background on every page of your document (for example, watermarks), place them first. If you create new sections in your document, they will automatically inherit the master objects that you have already placed. You can remove or reposition the master objects in subsequent sections, if you want.

To place a master object:

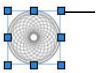
1. Place a fixed graphic anywhere on the page. (Inline objects cannot be used as master objects.)
2. Set the object size.
3. Set object opacity. For more information, see "Adjusting Opacity" on page 154.
4. Mask any part of the image you don't want to appear. For more information, see "Cropping (Masking) Images" on page 128.
5. Set the text wrapping the way you want it. For more information, see "Wrapping Text Around an Object" on page 136.
6. If you want the object to appear behind text, select it and choose Arrange > Send to Back.
7. Choose Format > Advanced > Move Object to Section Master.

After the object has been placed on the section master, it cannot be selected, so you can't accidentally move it. If you want to move it or make changes to it, you can make it selectable.

To edit a master object:

- Choose Format > Advanced > Make Master Objects Selectable, and then select the object you want and edit it.

Master objects have blue selection handles.



To remove a master object and make it appear only on a single page:

- Choose Format > Advanced > Move Object to Page. The object is no longer repeated on each page, but appears only on the selected page. It can be manipulated like any other fixed object.

Adding Alignment Guides

Alignment guides created in a template page remain in the template to help whoever uses the template position items on the page. The alignment guides appear when the rulers or layout are shown, and disappear when rulers or layout are hidden.

To create alignment guides on a page:

1. Go to the page to which you want to add the alignment guides.
2. Click outside the main body of your document so that the insertion point is not visible.
3. Click View in the toolbar and choose Show Rulers (or choose View > Show Rulers).
4. Place the pointer on a ruler and drag the blue alignment guide wherever you want on the page. (You can change the color of the alignment guides using Pages preferences.)

Step 2: Defining Styles

A template must have default styles defined for the following elements of a document:

- Paragraph styles
- Character styles
- List styles
- Table of contents styles
- Text box styles
- Shape styles
- Table styles
- Chart styles
- Text wrap around objects

You can customize any of these for the template you are creating, or you can use the defaults that already exist in the template you started with (including the Blank template).

To learn about creating paragraph styles, character styles, and list styles, see Chapter 5, "Working With Styles." To learn about creating styles for the table of contents, see "Styling a Table of Contents" on page 77.

Setting Default Styles for Shapes, Tables, and Charts

The default styles for text boxes, shapes, tables, and charts determine what each of these objects looks like when it first appears on the page (for example, the color, size, and orientation of the shape that appears when you choose Insert > Shape > [*shape*]).

You can set default attributes for text boxes, shapes, tables, and graphics by placing one of each of these items on a page, formatting it the way you want, and then using the Format menu commands to define these new attributes as the defaults.

Defining Attributes for Text Boxes and Shapes

Setting the default attributes for text boxes and for shapes is very similar. Design text boxes and shapes just the way you want them, with your preferred fonts, colors, opacity, shadows, and so on. (Because line length and orientation cannot be defined within a template, line attributes—such as color, thickness, and opacity—must be set separately.)

To set default styles for text boxes and shapes:

1. Place a fixed text box and a shape on the page. To read about placing a fixed text box, see "Creating Callouts, Sidebars, and Highlighted Text" on page 99. To read about placing drawn objects, see "Adding Shapes, Tables, and Charts" on page 125.
2. Type text into the box and shape and then select the text and set its attributes. To read about setting text attributes, see "Formatting Text Size and Appearance" on page 79.
3. Select the text box and the shape, and set attributes for both (for example, fill color and outline style). To read about setting object properties, see Chapter 7, "Changing Object Properties."
4. For the text box and the shape, set text wrapping in the Wrap Inspector. To read about setting text wrapping, see "Wrapping Text Around an Object" on page 136.
5. Select the shape or text box and choose Format > Advanced > Define Default Shape Style or Define Default Text Box Style.
6. Delete the text box and shape from the page.

Defining Attributes for Tables

You can design the default table the way you like it, setting the number of rows and columns, line styles and colors, text styles, shadows, and so on.

To set default table attributes:

1. Place a table on the page.
2. Select the table and set its attributes. To read about placing and formatting tables, see Chapter 8, "Creating Tables."
3. Set text wrapping around the table.
4. Choose Format > Advanced > Define Default Table Style.
5. Delete the table from the page.

Note: A table consists of distinct formatting areas, including the header row, header column, inside borders, and outside borders. To set default table attributes, you must apply each attribute to an entire formatting area. For example, if you change the formatting of one cell in a header row, the change will not be saved as part of the default table style; you need to change the formatting of all the cells in the header row.

Setting Default Chart Styles

For charts, you can set the default chart type—the type of chart that appears when you choose Insert > Chart—and also the default look of each chart type. Default attributes must be set individually for each chart type.

To set default chart styles and placement:

1. Place a chart on the page.
2. Select the chart and set its attributes. (To read about placing and formatting charts, see Chapter 9, "Creating Charts.")
3. Set the text wrapping around the charts.
4. After you have formatted and positioned all the charts, select each of them, one at a time, and choose Format > Advanced > Define Default Style for [*chart type*] Chart.
5. Select the chart type that you want to be the default (the one that first appears when you choose Insert > Chart), and choose Format > Advanced > Make [*chart type*] the Default Chart Type.
6. Delete the charts from the page.

Defining Default Attributes for Imported Graphics

For imported graphics, you can set default shadows, opacity, and outline (stroke) color.

To set default image attributes:

1. Place an image on the page.
2. Select the image and set its attributes. (To read about setting object attributes, see "Changing Line Style" on page 152, "Adding Shadows" on page 153, and "Adjusting Opacity" on page 154.)
3. Set text wrapping around the image.
4. Choose Format > Advanced > Define Default Image Style.
5. Delete the image from the page.

Step 3: Creating Placeholder Text and Graphics

Placeholder text and graphics model the look of the finished document. They can also provide instructions for the person using the template.

Creating Placeholder Text

If you want to modify placeholder text that already exists in a template, you must make it editable.

To edit placeholder text:

1. Choose Format > Advanced > Enable Placeholder Text Authoring.
2. Edit the text as you would normally.
3. Choose Format > Advanced > Disable Placeholder Text Authoring.

You can also set your own text as placeholder text.

To create placeholder text:

1. Type some text on the page and format it the way you want.
2. Select the text in blocks, as you would like template users to be able to edit it, and choose Format > Advanced > Define as Placeholder Text.

Important: When selecting blocks of text to define as placeholder text, be careful not to select the final paragraph break character. Doing so will cause the entire paragraph to be deleted when the user begins typing in the placeholder text, and the new text will take on the attributes of the following paragraph. To see the paragraph break character as you work, click View in the toolbar and choose Show Invisibles (or choose View > Show Invisibles).

To remove placeholder text:

- Select it and press Delete.

Creating Placeholder Graphics

Placeholder graphics make it easy for you to size and position graphics correctly by simply dragging them onto the placeholders you have created.

To create a placeholder graphic:

1. Place and size a placeholder image on the page (it might be a shaded box with instructional text, for example).
2. Select the image and choose Format > Advanced > Define as Image Placeholder.

To make a placeholder image an ordinary image:

- Select it and then deselect "Define as Image Placeholder" in the choose Format > Advanced submenu. (A selected item has a checkmark next to it; choose the item again to deselect it.)

To delete a placeholder graphic:

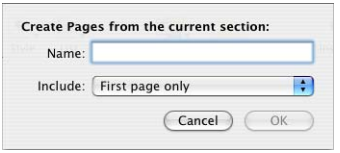
- Select the image and press Delete.

Providing Page Designs for Expandable Templates

You may want to make your template expandable so that template users can simply insert additional page designs you have created. The page designs are available using the Pages command in the Insert menu (for more information, see "Expanding Your Document" on page 37).

1. Design a layout of one or more pages, inserting a section break at the beginning and end of the layout.

2 Choose Format > Advanced > Capture Pages. A dialog opens.



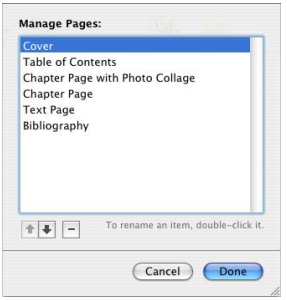
3 Type a name for the page design.

4 Choose the number of pages you want to include in the page design from the Include pop-up menu.

5 Delete the pages from your template if you want them to appear only in the Pages submenu, but not as a regular part of the template.

To manage page layouts you have created:

1 Choose Format > Advanced > Manage Pages. A dialog opens.



2 Select a page title and click the up or down arrow buttons to change its position in the list.

Click the Delete (–) button to remove it from the list.

3 Click Done.

Step 4: Saving a Custom Template

You can save your new template so that it appears in the Template Chooser. When another person opens the template to use it, it opens in exactly the same state as you saved it. That means you can choose to leave the Styles drawer open or closed, or leave invisibles, rulers, and layout marks visible.

To save the current template as a custom template:

1. Choose File > Save as Template.
2. Type a name for the template.
3. Your template will be saved in the My Templates pane of the Template Chooser. If you don't want your template to appear here, save it in another location.

   You can create a new Template category by creating a new folder in the following location:

   [Home Folder]/Library/Application Support/iWork/Pages/Templates
4. Click Save.

To delete a custom template:

- In the Finder, navigate to the folder in which you saved the template, and drag the template to the Trash. By default, the folder is:

  [Home Folder]/Library/Application Support/iWork/Pages/Templates/My Templates

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